

# NUTRITION STUDENT GUIDE

Simmons University  
Undergraduate, DPD Certificate, and Graduate  
Programs in Nutrition  
Boston, MA



2019-2020

## TABLE OF CONTENTS

	Page
<b>Section 1: Introduction</b>	<b>5</b>
Academic Calendar	5
Our Mission	6
<b>Section 2: Nutrition Programs Overview</b>	<b>8</b>
Nutrition Degree/Certificate Options	8
Undergraduate	8
Accelerated BS-MS Degree	8
Post-Baccalaureate and Graduate	8
Nutrition Department Goals	8
Academic Advising	9
Simmons University Nutrition Faculty	9
Nutrition Department Faculty Information	10
Nutrition Liaison	12
Marion Mason Nutrition Seminars	12
Student Resources	12
<b>Section 3: Undergraduate Programs</b>	<b>14</b>
Major in Nutrition and Dietetics	14
Major in Nutrition and Food	17
Minor in Nutrition	19
<b>Section 4: Didactic Program in Dietetics (DPD) and DPD Certificate Program</b>	<b>20</b>
DPD Goals and Program Outcomes	21
2017 ACEND Competencies (KRDNs)	22
Required DPD Courses	23
After Completion of the DPD	24
Suggested Sequence of Courses for DPD Program	25
Obtaining a Verification Statement	25
<b>Section 5: Accelerated BS-MS Degree Programs</b>	<b>27</b>
BS in Nutrition/ MS in Nutrition and Health Promotion or Nutrition Entrepreneurship	28
BS in Exercise Science/MS in Nutrition and Health Promotion or Nutrition Entrepreneurship	28
BS in Public Health/MS in Nutrition and Health Promotion or Nutrition Entrepreneurship	28
BS in Biology/MS in Nutrition and Health Promotion or Nutrition Entrepreneurship	28
<b>Section 6: Graduate Programs in Nutrition</b>	<b>29</b>
MS in Nutrition and Health Promotion, Wellness Track	30
Suggested Sequence of Courses for MS Nutrition and Health Promotion Research, Full and Part Time	30
MS in Nutrition and Health Promotion, Nutrition Entrepreneurship	30
Suggested Sequence of Courses for MS Nutrition Entrepreneurship – Full and Part Time	31
Certificate in Sports Nutrition (CSN)	32
<b>Section 7: Supervised Practice for Becoming a Registered Dietitian</b>	<b>33</b>
Being Matched to a Dietetic Internship Program	33
Preparing to Succeed in Matching to a Dietetic Internship Program	33
Simmons University Dietetic Internship Program	33

<b>Section 8: Simmons University Policies, Procedures, and Guidelines</b>	<b>35</b>
Simmons Tuition and Fees	35
Additional Student Expenses (Approximate)	35
Insurance	35
Financial Aid	36
Academic Exclusion, Suspension, and Dismissal	36
Academic Honesty	37
Transfer Credits	37
Withdrawal from the University	37
Family Educational Rights and Privacy Act of 1974	38
Human Participants in Research Policy for all CNBHS Students	38
<b>Section 9: Department of Nutrition Academic Policies</b>	<b>39</b>
Assessment of Prior Learning and Credit Toward Program Requirements	39
DPD	39
Certificate in Sports Nutrition (CSN)	40
MS in Nutrition and Health Promotion: Research or Entrepreneurship Track	40
Prerequisites for MS in Nutrition and Health Promotion	41
MS and DPD Certificate	41
Academic Performance	42
Student Learning Outcomes Assessment	42
Grades and Grade Requirements	43
Probation	45
Leave of Absence (LOA)	45
Completion of a Program	47
Repeating Courses	47
Exclusion from Nutrition	47
Student Evaluation of Courses	47
Grade Appeals	47
Academic Review Board	48
CNBHS Appeals Committee	48
Grievance and Complaints Procedures	50
Exclusion for Undergraduate Students	50
Liability for Safety in Transit to or from Assigned Areas	50
Injury and Illness at Fieldwork Sites	51
Professional Behavior	51
Make-Up Examinations	52
CPR Certification	52
<b>Section 10: Guidelines for academic work outside the classroom and laboratory work</b>	<b>53</b>
Guidelines for Independent Study	53
Guidelines for Fieldwork	54
Requirements for Clinical Courses	56
Dress Code	57
CORI/DSS Check	58
CORI Policy	58
Other Fieldwork Requirements	60
University Safety Procedures	60
Personal Safety	60
Chemical Safety : Transfer and Transportation	61
Chemical Safety: Disposal	61

Safety Equipment	62
<b>Appendices</b>	<b>63</b>
Appendix 1: Application to Nutrition and Dietetics Major	64
Appendix 2: DPD Audit Form	66
Appendix 3: Code of Ethics	67
Appendix4: Clinical Clearance	68
Student Signature Page	70

# Section 1      Introduction

The **Academic Calendar** can be accessed at the following link:

<http://www.simmons.edu/academics/academic-calendar>

## INTRODUCTION

This Nutrition Student Guide is a comprehensive outline of our undergraduate and graduate options offered by the Simmons University Nutrition Department. In addition, it summarizes Nutrition Department policies and our expectations of our students. This is not an inclusive resource and should be used in conjunction with the following resources as well as with your faculty adviser:

- Undergraduate catalog  
<http://www.simmons.edu/academics/undergraduate-programs/nutrition-and-food>  
<http://www.simmons.edu/academics/undergraduate-programs/nutrition-and-dietetics>
- Simmons University student handbook  
<http://www2.simmons.edu/handbook/index.php>
- Dietetic Internship Program (DIP) Handbook-provided to Dietetic Interns at the beginning of their internship.

It is recommended that you ask for clarification whenever you have questions about your program or progress.

In 1899, Ellen Swallow Richards, the founder of the American Home Economics Association, participated in the establishment of the School of Housekeeping of the Women's Educational and Industrial Union. The School was subsequently transferred to Simmons in 1902, where it became one of the four original units of the College. The School of Household Economics, as it was known then, was the forerunner of the current Department of Nutrition.

Simmons University is in an enviable position because its students and faculty have a wealth of resources available for learning experiences outside of the University. In addition, the local institutions have a pool of potential part-time employees in the form of nutrition undergraduate and graduate students; dietetic internship and graduate faculties are able to select students from a population group coming from a highly regarded, well-known local institution, and employers of entry-level practitioners have opportunities to choose dietitians who are locally educated and often experienced at local work sites. The happy circumstance of Simmons' location has served the Nutrition Department well over its 100-year history.

## OUR MISSION

The Simmons University Department of Nutrition has a two-fold reason for existence. The first is to educate students and foster an appreciation of lifelong learning in preparation for their success in advanced nutrition or dietetics education or employment. We aim to prepare students to be effective in a profession that works to affect the eating behaviors and subsequent health and quality of life of a multicultural and diverse population. It is a profession that adds to the scientific investigation on food and health, and one that fosters an appreciation of food's relationship to other sciences. The second is to provide the University community with the intellectual basis and professional expertise for achieving and maintaining health through food habits.

The mission of the Department of Nutrition embraces the broad mission of the University. Chartered in 1899, it was founded upon the ground-breaking concept of helping young women prepare for the working world by combining a liberal arts education with career preparation. Unlike most women's colleges of the time, Simmons was created so women could be educated in order to earn an independent livelihood.

Simmons University is a diverse community that educates students for professional success and intellectual fulfillment. The mission of Simmons University is "to provide transformative learning that links passion with lifelong purpose". (<http://www.simmons.edu/about-simmons/why-simmons/our-mission>).

### Simmons Core Values

- We are at our best when students are first.
- We prepare students for life's work.
- We cross boundaries to create opportunities.
- We make a collective investment in community.

The educational atmosphere of Simmons' small class setting allows students to receive the personal attention and encouragement necessary for a meaningful learning experience, and allows for the University's objectives to be realized. Additionally, the larger community of metropolitan Boston is as important to students as the classroom, and much learning takes place off-campus. Many departments require field work and internships as part of their regular course of study. The office of a business or financial enterprise, a publishing house, a government department, a hospital, or a community agency - any one of these may play a major role in the Simmons educational experience.

The creation of the Colleges of the Fenway consortium in 1996 has favorably expanded the educational opportunities for students. This collaboration of five institutions, within walking distance of Simmons campus, enables students to attend classes at other educational institutions including Emmanuel College, MCPHS University, Massachusetts College of Art & Design, and Wentworth Institute of Technology.

As a result, Simmons students enjoy the resources of a large university, with separate undergraduate and graduate programs, as well as a low student-to-faculty ratio without

leaving their own backyard. This educational alliance also supports the University's goal of providing a flexible liberal arts and graduate education by allowing students to develop an individualized educational program suited to the students' individual interests and career goals.

The Department of Nutrition believes that nutrition is a science governed by the rigorous rules of scientific investigation. It is a biological science because its elements - nutrients - are chemicals and chemical compounds that participate in the regulation of homeostasis and thus in the continuity of life. Nutrition is also a social science, as its elements are consumed primarily in the form of food on a regular basis. How and why food is chosen is determined by a set of human behaviors that are constantly refined by such diverse forces as biology, environment, economics, politics, culture and the effect of the media. Since the faculty further believes that the practice of Dietetics is predicated in large part on the science of nutrition, the Department of Nutrition's contribution to the education of dietetics practitioners is philosophically consistent with the mission of the University and in harmony with societal expectations of professional health care workers.

## **Section 2      Nutrition Programs Overview**

### **NUTRITION DEGREE/CERTIFICATE OPTIONS**

Several nutrition degrees/programs (listed below) can be completed through the Nutrition Department.

#### *Undergraduate*

Nutrition and Dietetics (Didactic Program in Dietetics option)

Nutrition and Food Service Management

Nutrition and Wellness

Minor in Nutrition

#### *Accelerated BS-MS Degree Programs*

BS in Nutrition/MS in Nutrition and Health Promotion (Research or Entrepreneurship track)

BS in Exercise Science/MS in Nutrition and Health Promotion (Research or Entrepreneurship track)

BS in Public Health/MS in Nutrition and Health Promotion (Research or Entrepreneurship track)

BS in Biology/MS in Nutrition and Health Promotion (Research or Entrepreneurship track)

#### *Post-Baccalaureate and Graduate*

Didactic Program in Dietetics Certificate (DPD)

MS in Nutrition and Health Promotion – Research track (On the ground or Online)

MS in Nutrition and Health Promotion -- Entrepreneurship track (On the ground or Online)

Certificate in Sports Nutrition (Online Program)

Dietetic Internship Program

Combined MS in Nutrition and Health Promotion, Dietetic Internship Program

### **NUTRITION DEPARTMENT GOALS**

The Department of Nutrition is dedicated to quality teaching and learning. Goals of the Department of Nutrition are:

1. The Simmons University Nutrition Department will prepare graduates to become competent entry level professionals.
2. The Nutrition Department will prepare graduates to succeed in one or more of the following: a graduate program, an accredited dietetic internship program, or employment.
3. The Nutrition Department will prepare graduates to serve a culturally diverse population.



## **ACADEMIC ADVISING**

Academic advising is the student's best source of information about academic programs, majors, procedures and sequence of taking courses at Simmons University. Academic advisers also provide guidance on gaining work experience in the nutrition profession and on applying to Dietetic Internship Programs. Students in the nutrition department are assigned an adviser at the beginning of their academic program. Faculty members and students should review requirements and suggested course sequences and then meet to discuss course selection and workload. The student may meet with their adviser at any pre-arranged time. *Students should meet with their advisers at least once a semester prior to registration.* It is the students' responsibility to set meetings with their adviser.

It is important to keep your adviser informed if you change your schedule after you have met. Otherwise students run the risk of a delay in their graduation date, especially if they have not taken the courses they have been advised to take in the right sequence.

## **SIMMONS UNIVERSITY NUTRITION FACULTY**

There are ten primary faculty members in the Simmons University Nutrition Department. See table 1 on the following page for a summary of their credentials, research, and courses that they teach. (Table 1)

In addition, the following professor is also faculty of the Nutrition Department:  
Ruth Kimokoti, MD, MS – Research Assistant Professor

**Table 1. Nutrition Department Faculty Information**

<b>Faculty Member</b>	<b>Course(s) Taught</b>	<b>Degree(s) &amp; Areas of Interest</b>
<b>Lisa S Brown, PhD, RD, LDN (Dietetic Internship Director)</b>	BOS 101 @Boston Course: Food is Love: Food, Love, and Culture (F) NUTR 111 – Fundamentals of Nutrition Science (F, S, U) NUTR 112 – Introduction to Nutrition Science (F, S, U) NUTR 237/NUTR 237LC – The Practice of Community Nutrition (S, U) NUTR 380- Field Experience (F, S, U) NUTR 451A/NUTR 451B – Dietetic Internship (F/S) NUTR 452-Program Planning, Implementation and Evaluation (F) SNHS 450-Health Care Systems: An Interdisciplinary Approach	Associate Professor B.S. Clark University M.S. Simmons University Ph.D. Boston University School of Medicine Dietetic Internship - Simmons University <b>Research interests:</b> Diversifying the dietetics profession, food access for low income communities, and the role of the dietitian in patient care.
<b>Teresa T. Fung, ScD, RD (DPD Director)</b>	NUTR 311 – Nutrient Metabolism (F) NUTR 311L – Nutrient Metabolism Laboratory (F) NUTR 301- Dietetics Profession (F) NUTR 453 – Advanced Topics in Preventive Nutrition (U) NUTR 460 – Nutritional Epidemiology (S)	Professor B.S., M.S. Cornell University Sc.D. Harvard School of Public Health Dietetic Internship – Yale New Haven Hospital <b>Research interests:</b> dietary patterns, diet quality, diabetes, CVD, and cancer
<b>Elizabeth Metallinos-Katsaras, PhD, RD (Department Chair, Associate Director of the DPD)</b>	NUTR 349 – Directed Study (F, S) NUTR 350 – Independent Study (F, S) NUTR 380 – Field Experience (F, S) NUTR 390 – Seminar: Selected Topics in Nutrition (F) NUTR 489 – Nutrition Proposal Development (F) NUTR 490 – Nutrition Research Project (S)	Professor Ruby Winslow Linn Professor and Chair, Department of Nutrition B.S./M.S./PhD: University of California at Davis <b>Research interests:</b> breast feeding, food insecurity, maternal and child health
<b>Rachele Pojednic, PhD, EdM</b>	NUTR 201 – Advanced Food Science (F) NUTR 201L-Advanced Food Science lab (F) NUTR 360 – Lifestyle Rx (S) (formerly NUTR 260) NUTR 237 – The Practice of Community Nutrition (F) NUTR 461 –Exercise Assessment and Prescription SNHS 570 – Health Promotion	Assistant Professor B.S. Northeastern University Ed.M. Boston University M.S./Ph.D. Tufts University <b>Research Interests:</b> dietary and exercise interventions across the lifespan, vitamin D, type 2 diabetes
<b>Kathrina Prelack, PhD, RD</b>	NUTR 390 – Senior Seminar (F) NUTR 334 – Medical Nutrition Therapy (S) NUTR 331 – The Practice of Clinical Dietetics (S) NUTR 331L- The Practice of Clinical Dietetics lab (S) NUTR 434- Advanced Medical Nutrition Therapy (F)	Assistant Professor B.S. Syracuse University Ph.D. Tufts University Dietetic Internship – Massachusetts General Hospital <b>Research Interests:</b> Energy and protein metabolism during metabolic stress, pediatric burn nutrition

<b>Elizabeth Colavito Siu, PhD, RD (Associate Director, Online MS)</b>	SNHS 410-OL Introduction to Research Methods (F) NUTR 453-OL- Advanced Topics in Preventive Nutrition (U) NUTR 460-OL- Nutritional Epidemiology (S)	Associate Professor of Practice Associate Director of Online MSB.A. College of William and Mary M.S. Virginia Polytechnic and State University Ph.D. University of Texas School of Public Health Dietetic Internship – Simmons University <b>Research Interests:</b> behavior change, maternal child nutrition
<b>Sharon Gallagher, MEd, RD, LDN (Assistant Director, Dietetic Internship)</b>	NUTR 111 – Fundamentals of Nutrition Science (F, S, U) NUTR 112 – Introduction to Nutrition Science (F, S, U) NUTR 381 -- Advanced Applications in Community Nutrition (S) NUTR 451A/NUTR 451B – Dietetic Internship (F/S)	Associate Professor of Practice B.S. Cornell University MEd Framingham State University Dietetic Internship – Massachusetts General Hospital <b>Practice Interests:</b> home health care, weight management and weight loss surgery
<b>Kellene Isom, MS, RD, LDN, CAGS</b>	NUTR 452 Nutrition Practice: Program, Plan, Evaluate (F) BOS 101 @Boston Course: Food is Love: Food, Love, and Culture (F) LCIS 201 Integrated Seminar: Health Promotion and Nutrition (S) NUTR 112 Introduction to Nutrition Science (S) NUTR 331L- The Practice of Clinical Dietetics lab (S) LDR 101: Leadership: On the Shoulders of Giants: Interdisciplinary Leadership for Health Professionals (S)	Associate Professor of Practice BS Boston University Master of Science in Nutrition Science from Boston University Certificate of Advanced Graduate Studies in the Health Professions Education Programs at Simmons University <b>Clinical and Research Interests:</b> bariatric nutrition, obesity, advocacy, and health education
<b>Karlyn Grimes, MS, RD, LDN, CSSD</b>	NUTR 455 NUTR 215 NUTR 112 LC	BA Colgate University Dual Masters in Nutrition and Exercise Physiology Areas of Interest: sports nutrition, comprehensive individual and community wellness, and motivational speaking and education to promote personal health accountability.
<b>Kathleen Walker MDA, RDN, LDN</b>	NUTR248- Food Production and Service Systems (F) NUTR 249- Leadership in Food Service Management (S) NUTR 451- Dietetic Internship Clinical Faculty (F, S)	BA University of Hartford BS Simmons College MDA Utah State University

F= Fall S=Spring U=Summer

## **NUTRITION LIAISON**

The Nutrition Liaison is a student organization consisting of all interested Nutrition students. The group elects officers and meets as often as members choose. The purpose of the group, as the name suggests, is to serve as a liaison between the students and the faculty of the Programs in Nutrition. One member of the faculty serves as the group's adviser.

Through this mechanism the faculty can collectively inform the students of upcoming events in the Department of Nutrition and solicit their opinion about changes in Program activities, staffing and policy. The students provide the faculty with feedback and insight as to what they expect from the Department. A member of the Liaison is invited to attend monthly Program faculty meetings to serve as the conduit of communications between the two groups.

The Nutrition Liaison plans and executes a number of events during the academic year. Ongoing fund raising is accomplished primarily through food sales. (Some financial support is forthcoming each year through the Office of Student Activities.) Each fall the Liaison sponsors a Career Night for both majors and potential majors. Other events include guest speakers and faculty-student luncheons to allow informal faculty and student interaction. A major event of the year is National Nutrition Month, during which time Liaison members organize and staff events and exhibits to reach all members of the Simmons community. These activities frequently extend into Alumnae activities, as requested.

## **MARION MASON NUTRITION SEMINARS**

Each semester the Department of Nutrition hosts seminars on various topics in the nutrition, food science or food service fields. These seminars are open to the general nutrition community in the greater Boston area. All undergraduate and graduate students who are either majoring or have an interest in nutrition and health are encouraged to attend.

## **STUDENT RESOURCES**

Simmons University Student Handbook: <http://www2.simmons.edu/handbook/>

Nutrition Department program page:  
<http://www.simmons.edu/academics/schools-departments/nutrition>

Resources for Grad Students:  
<https://www.simmons.edu/your-simmons/student-support-resources>

Simmons Connection (AARC): <https://connection.simmons.edu/>

Simmons G-mail: <http://gmail.simmons.edu>

Simmons Moodle: <https://moodle.simmons.edu>

Library: <http://www.simmons.edu/library>

Library study room reservations:

<http://librarystudyrooms.simmons.edu/session/new>

Technology Support (library):

<http://www.simmons.edu/student-life/student-services/technology-support>

Tutoring Center:

<https://www.simmons.edu/your-simmons/student-support-resources/tutoring>

Writing Center:

<https://www.simmons.edu/your-simmons/student-support-resources/writing-support>

Bias Response Protocol:

<https://www.simmons.edu/your-simmons/commitment-inclusivity/organizational-culture-inclusion-equity/bias-response-protocol>

Nutrition Department Facebook page:

<https://www.facebook.com/SimmonsUniversityNutritionDepartment/>

Nutrition Department Instagram Page:

<https://www.instagram.com/simmons.nutrition>

Directions:

<http://www.simmons.edu/about-simmons/contact-us/directions>

Campus maps:

<https://www.simmons.edu/maps-directions/campus-maps>

Parking:

<https://www.simmons.edu/maps-directions/parking>

Discount MBTA passes FAQ:

<https://www.simmons.edu/maps-directions/parking/parking-commuter-students-faculty-and-staff/commuting-alternatives>

Campus card information:

<https://www.simmons.edu/your-simmons/student-support-resources/campus-card>

People directory: <http://directory.simmons.edu/>

CampusDish (Simmons University dining services):

<https://simmons.campusdish.com/>

## Section 3 Undergraduate Programs

### UNDERGRADUATE MAJORS

#### MAJOR IN NUTRITION AND DIETETICS

The nutrition and dietetics major includes all courses required for the Didactic Program in Dietetics (DPD). For details, please see Section 4. Note that students who complete all requirements for eligibility (including a dietetic internship) to sit for the RD examination after December 31, 2023 will require a Master's degree (in any area) to take the RD examination.

Dr. Teresa Fung is the DPD Director. The Simmons University Nutrition Department's Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, tel: (312) 899-5400.

To declare this as their major, traditional undergraduate students must apply in the spring of their sophomore year. To apply, students must complete the application (see Appendix 2), and review it with their advisor during their advising appointment to plan their schedule for the fall semester. This application form, and the Simmons Major Declaration Form, must **both** be submitted to Leah Smith in the Nutrition office for a final decision. If admission to the nutrition and dietetics major is denied, student may appeal by June 1<sup>st</sup> of the year of application to the department chair. The student must submit their spring semester grades in support of their appeal. They must also list the reasons for the appeal in writing, and explain how they would be able to improve her academic performance to the level that would allow them to obtain a dietetic internship.

The academic requirements to be admitted into the Nutrition and Dietetics major are as follows:

- A minimum of a 3.0 cumulative overall GPA for the freshman year and first semester of the sophomore year (this includes any courses transferred in).
- At least a C in all science courses (including statistics, chemistry and biology). See list of the nutrition and dietetics science requirements below for a full list.
- At least a B- in all nutrition courses (i.e., all the NUTR courses).

Any courses to be transferred in, be it taken before or after matriculating at Simmons must meet recency requirement, please see Section 9 for specifics.

To plan their schedules appropriately, students must meet with their academic advisors. Students should also note that courses in the basic sciences are prerequisites to upper-level work in the department (courses numbered in the 200 and 300 series). See Table 2 for a suggested course sequence for the Nutrition and Dietetics major. Students are

expected to meet departmental criteria regarding academic performance, health status, and professional behavior.

In order to be in a good position to be matched with an internship, students will need a **minimum** of a 3.0 GPA; otherwise, it is unlikely that they will be matched. Starting with those entering into Simmons in the Fall of 2014, students must earn a **C or better in all the required science courses** and a **B- or better in all required nutrition courses**. If a student does not meet these grade requirements, they must repeat the course. It is not necessary to repeat the course in any particular sequence, although it is suggested that the student repeat it prior to taking the next course in the series, which may require it as a prerequisite. However, if a grade of F was earned (which constitutes a failure, and no credit is earned), it is necessary to repeat the course prior to taking the next course in the series. Students may only repeat a particular course once. An unacceptable grade in the second attempt will result in exclusion from the major.

The following courses are required for the Nutrition and Dietetics major. These courses also fulfill the Didactic Program in Dietetics requirements. See the undergraduate catalog for course descriptions.

#### *Science Requirements*

BIOL 113 General Biology\*

BIOL 221 Microbiology\*

BIOL 231 & 232 Anatomy & Physiology I and II\*

CHEM 111 or 113 Introductory Chemistry: Inorganic\* or Principles of Chemistry\*

CHEM 112 Introductory Chemistry: Organic\*

CHEM 223 Introduction to Biochemistry

MATH 118 Introductory Statistics

\*with Laboratory (no online labs are accepted)

#### *Nutrition Requirements*

NUTR 112 Introduction to Nutrition Science

or NUTR 111 Fundamentals of Nutrition Science\*

NUTR 201 Advanced Food Science\*

NUTR 331 The Practice of Clinical Dietetics

NUTR 237 The Practice of Community Nutrition

NUTR 248 Food Production and Service Systems

NUTR 249 Management of Food Service Systems

NUTR 301 Dietetics Profession

NUTR 311 Nutrient Metabolism\*

NUTR 334 Medical Nutrition Therapy

NUTR 381 Advanced Applications in Community Nutrition (Prereq: NUTR 390, or last semester in the DPD)

NUTR 390 Seminar: Selected Topics in Nutrition (also called “Senior Seminar”)

\*with Laboratory (no online labs are accepted).

*In addition, there are **two** required social science courses related to human behavior; at least one of these should be in sociology, psychology, or anthropology.*

Independent Learning/PLAN Capstone: NUTR 390 (Seminar: Selected Topics in Nutrition) and NUTR 381 (Advanced Applications in Community Nutrition) can be used for independent learning requirement or PLAN Capstone, as appropriate.

Students who are admitted under the PLAN (matriculated 2015) majoring in Nutrition and Dietetics will be required to take NUTR 301, The Dietetics Profession, in the Fall of their Senior year to prepare for dietetic internship application. All other students are strongly encouraged to take this course.

**Table 2. Suggested Sequence of Courses for Nutrition & Dietetics Major**

	<b>Fall Semester</b>	<b>Spring Semester</b>
<b>1<sup>st</sup> year</b>	CHEM 111 – Introductory Chemistry: Inorganic* <b>OR</b> CHEM 113 - Principles of Chemistry* NUTR 112 - Introduction to Nutrition Science <b>OR</b> NUTR 111 – Fundamentals of Nutrition Science*	CHEM 112 - Introductory Chemistry: Organic*
<b>2<sup>nd</sup> year</b>	BIOL 113 - General Biology* MATH 118 - Introductory Statistics PSYC 101 Introduction to Psychological Science (or Spring) NUTR 201 - Advanced Food Science*	BIOL 221 Microbiology* NUTR 237 - The Practice of Community Nutrition Learning Community requirement (or Fall)
<b>3<sup>rd</sup> year</b>	BIOL 231 - Anatomy & Physiology I* NUTR 248 - Food Production and Service Systems	NUTR 249 - Leadership in Nutrition Management BIOL 232 - Anatomy & Physiology II* CHEM 223 - Introduction to Biochemistry
<b>4<sup>th</sup> year</b>	NUTR 311 - Nutrient Metabolism* NUTR 390 – Seminar: Selected Topics in Nutrition NUTR 301 –Dietetics Profession	NUTR 334 - Medical Nutrition Therapy NUTR 381 - Advanced Applications in Community Nutrition NUTR 331 - The Practice of Clinical Dietetics (must be enrolled concurrently with NUTR 334 except with instructor consent)

\*with laboratory component

In addition to these courses, students will also need to fulfill additional University requirements in subjects separate from their major.

Students may not begin any course with pre-requisites unless pre-requisite courses are completed. Grades for pre-requisite courses taken online must be posted at least 2 weeks before the class begins.

*NOTE: Students must meet minimum grade requirement for science courses, DPD nutrition course, and GPA. Please see page 44 for details.*



## MAJORS IN NUTRITION AND FOOD

There are two tracks within the Nutrition and Foods major: the Nutrition, Wellness and Health Promotion Track and the Nutrition and Food Service Management track. The core courses for this major are shown below. Note that the additional courses for each track are listed below their respective headings. Please note that this major **does not** fulfill the DPD requirements (see Section 4) for becoming a Registered Dietitian. Grade requirement for this major follows the University's requirements.

### *Science Requirements*

BIOL 113 General Biology\*

CHEM 111 Introductory Chemistry: Inorganic\*

MATH 118 Introductory Statistics

\*with Laboratory

### *Nutrition Requirements*

NUTR 112 Introduction to Nutrition Science

NUTR 237 The Practice of Community Nutrition

NUTR 248 Food Production and Service Systems

### ***Nutrition, Wellness and Health Promotion track***

In addition to the core courses listed above for the Nutrition and Food major, the following courses are required for the Nutrition, Health Promotion and Wellness track.

### *Additional Science Requirements*

BIOL 231 Anatomy and Physiology\*

BIOL 232 Anatomy and Physiology II\*

BIOL 246 Foundations of Exercise and Health

\*with Laboratory

### *Additional Nutrition Requirements*

NUTR 101 or 201 Food Science/ Advanced Food

NUTR 215 Sports Nutrition

NUTR 360 Lifestyle Rx

NUTR 381 Advanced Applications in Community Nutrition

NUTR 390 Seminar: Selected topics in nutrition

### *Required Communication/ Management Core Courses*

COMM 122 Media Writing Bootcamp

COMM 124 Media, Messages and Society

BUS 137 Entrepreneurship and Innovation

*Select at least one of the following*

BUS 100 Foundations of Business & Management  
BUS 120 Introduction to Health Systems  
BUS 234 Organizational Communication and Behavior  
BUS 250 Marketing  
COMM 121 Visual Communication  
COMM 186 Intro to PR and Marketing Communication  
COMM 210 Introduction to Graphic Design

***Nutrition and Food Service Management track***

A possible track within the nutrition program is food service management. It should be noted that this track **does not** meet the DPD requirements. The following courses are required in addition to the core courses for the major:

*Science Requirements*

BIOL 113 General Biology  
BIOL 221 Microbiology\*  
CHEM 112 Introductory Chemistry: Organic\*  
\*with Laboratory

*Nutrition Requirements*

NUTR 201 Advanced Food Science\*  
NUTR 249 Management of Food Service Systems  
NUTR 381 Advanced Applications in Community Nutrition  
NUTR 390 Seminar: Selected topics in nutrition  
\*with Laboratory

**Pick One Option**

*Option 1*

BUS 110 Financial Accounting  
BUS 260 Finance  
BUS 250 Marketing or BUS 221 Project Management

*Option 2*

BUS 238 Financial Aspects of Business  
BUS 250 Marketing  
BUS 221 Project Management

## **MINOR IN NUTRITION**

A minor in nutrition consists of the following courses and follow University requirements on grades:

NUTR 101 Food Science\*

NUTR 111 Fundamentals of Nutrition Science\* or NUTR 112 Introduction to Nutrition Science

NUTR 150 International Nutrition Issues or NUTR 110 Sociocultural Implications of Nutrition

NUTR 248 Food Production and Service Systems

One additional NUTR course at the 200-level or above.

\*with Laboratory

Students declaring a minor in nutrition beginning in Fall 2017 must attain a minimum grade of C- for each of the above courses to qualify for minoring in nutrition.

## **Section 4                      Didactic Program in Dietetics (DPD) and DPD Certificate Program**

The Didactic Program in Dietetics fulfills one of the requirements for becoming a Registered Dietitian Nutritionist. The RD or RDN is used interchangeably. The courses required for this program (shown below) can be completed within the context of the Simmons University curriculum either as a part of a Bachelor's degree or in addition to an already completed Bachelor's degree through the Didactic Program in Dietetics (DPD) Certificate. *The curriculum required for the BS in Nutrition and Dietetics was outlined previously in Section 3).*

For those students who have already completed a Bachelor's degree and who would like to complete solely the Didactic Program requirements to become a Registered Dietitian (RD), the Simmons University Certificate in the Didactic Program in Dietetics (DPD) is a post-baccalaureate program which allows students to do just the DPD. Even students who have already obtained a Bachelor's degree in a different discipline can complete the DPD certificate program to apply for an Accrediting Council on Education in Nutrition and Dietetics (ACEND) accredited supervised practice program (i.e., dietetic internship).

Note that students who complete all requirements for eligibility (including internship) to sit for the RD examination after December 31, 2023 will require a Master's degree (in any area) to take the RD examination.

The mission of the Simmons University DPD is to educate students and foster an appreciation of lifelong learning in preparation for their success in the nutrition and dietetics profession. We aim to prepare students to be effective in a profession that improves the eating behaviors and subsequent health and quality of life of a multicultural and diverse population, a profession that adds to the scientific investigation about food and health, and one that fosters an appreciation of nutrition and dietetics' relationship to other sciences.

Dr. Teresa Fung is the DPD Director. The Simmons University Nutrition Department's Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, tel: (312) 899-5400.

## **DPD Goals and Program Outcomes**

The Didactic Program in Dietetics' goals and corresponding program outcomes (updated June, 2018) are shown below:

*Goal # 1- Simmons University DPD graduates will be prepared to become competent entry level dietetics professionals.*

*Corresponding program outcomes:*

- At least 80% of program students complete program/degree requirement within 6 years (150% of program length).
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
- At least 75 % of graduates will assign a 4 (i.e., "agree") or a 5 (i.e., "strongly agree") to being prepared on 75% of the items (that pertain to content they learned at Simmons) on the graduate survey.
- At least 75% of Directors of Supervised Practice will rate Simmons University DPD graduates as meeting expectation or higher on 75% of items listed on the survey.

*Goal # 2- DPD will be well prepared graduates to succeed in one or more of the following: a graduate program, an accredited dietetic internship program, or employment.*

*Corresponding program outcomes:*

- 50% of BS/DPD, and 70% of DPD graduates apply to supervised practice programs prior to or within 12 months of graduation.
- 55% of BS/DPD and 80% of DPD graduates are admitted to supervised practice programs prior to or within 12 months of graduation\*.

\*Among those who applied for supervised practice programs.

*Program outcome results for the Simmons University DPD are available upon request.*

### **2017 ACEND Competencies (KRDNs)**

The ACEND requires that courses in the Didactic Program in Dietetics cover specific topics and skills to ensure that students are prepared to complete their dietetic internship (DI) and pass the RD exam. Syllabi in Nutrition courses at Simmons will outline which of these they fulfill. ACEND stipulates that students must meet the requirement for all KRDNs before a DPD program can issue a Verification Statement (which certifies the eligibility of the student to apply for a supervised practice program).

KRDN	Description
1.1	Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
1.2	Use current information technologies to locate and apply evidence-based guidelines and protocols.
1.3	Apply critical thinking skills.
2.1	Demonstrate effective and professional oral and written communication and documentation.
2.2	Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
2.3	Assess the impact of a public policy position on nutrition and dietetics practice.
2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
2.5	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
2.6	Demonstrate an understanding of cultural competence/sensitivity.
2.7	Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
2.8	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
3.1	Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
3.2	Develop an educational session or program/educational strategy for a target population
3.3	Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.
3.4	Explain the processes involved in delivering quality food and nutrition services.
3.5	Describe basic concepts of nutritional genomics.
4.1	Apply management theories to the development of programs or services.
4.2	Evaluate a budget and interpret financial data.
4.3	Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

4.4	Apply the principles of human resource management to different situations.
4.5	Describe safety principles related to food, personnel and consumers
4.6	Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

### Required DPD Courses

Irrespective of whether the DPD is done within the context of completing a Bachelor's Degree in Nutrition and Dietetics or the post-Baccalaureate DPD Certificate program, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) didactic course requirements for the Simmons University DPD are shown below. It should be noted that these are undergraduate courses.

BIOL 113 General Biology\*  
 BIOL 221 Microbiology\*  
 BIOL 231 & 232 Anatomy & Physiology I and II\*  
 CHEM 111 or 113 Introductory Chemistry: Inorganic\* or Principles of Chemistry\*  
 CHEM 112 Introductory Chemistry: Organic\*  
 CHEM 223 Introduction to Biochemistry  
 MATH 118 Introductory Statistics  
 \*with Laboratory (no online labs allowed)

#### Nutrition Courses:

NUTR 201 Advanced Food Science \*  
 NUTR 112 Introduction to Nutrition Science OR NUTR 111 Fundamentals of Nutrition Science\*  
 NUTR 331 The Practice of Clinical Dietetics (must enroll concurrently with NUTR 334, except with instructor consent)  
 NUTR 237 The Practice of Community Nutrition  
 NUTR 248 Food Production and Service Systems  
 NUTR 249 Leadership in Nutrition Management  
 NUTR 311 Nutrient Metabolism\*  
 NUTR 381 Advanced Applications in Community Nutrition  
 NUTR 334 Medical Nutrition Therapy (6 credits)  
 NUTR 390 Seminar: Selected Topics in Nutrition  
 NUTR 301 Dietetics Profession\*\*

\*with Laboratory (only in-person labs onsite of an accredited higher education institution are accepted)

*In addition, there are **two** required social science courses; at least one of these should be in sociology, psychology, and anthropology.*

\*\*DPD Certificate students who enter in 2016-2017 and beyond will be required to take NUTR 301, The Dietetics Profession, in Fall of their final year to help them prepare for

dietetic internship application and for working within the dietetics' profession. All other students are strongly encouraged to take this course.

Important note: Students are expected to take all aforementioned **nutrition courses** at Simmons University unless specified in articulation agreements with specific institutions. Pre-requisite courses can be taken elsewhere with prior approval of the DPD director to ensure equivalency. Any courses to be transferred in, be it taken before or after matriculating at Simmons must meet recency requirement, please see Section 9 for specifics. Student may not begin any course requiring pre-requisites unless pre-requisite courses are successfully completed. Grades for pre-requisite courses taken elsewhere must be posted at least 2 weeks before the class begins.

### **Grade requirement**

All students are required to complete a DPD audit of their progress in the DPD and meet with their adviser prior to Feb. 1<sup>st</sup> of their second semester (see a copy of the DPD audit form in the appendix). **All students in this program must earn a C or better in all the science prerequisites and a minimum of a B- in the required DPD Nutrition courses.** If these grade requirements are not met, the course(s) must be repeated. Students may only repeat a course once. **It is not** necessary to repeat the course in any particular sequence although it is suggested that the student repeat the course prior to taking the next course in the series which requires it as a prerequisite.

### **After Completion of the DPD**

It should also be noted that fulfilling the aforementioned courses required for the Didactic Program in Dietetics is only one step in the credentialing process for dietetics practitioners. In addition to a minimum of a Bachelor's degree, the undergraduate DPD course completion must be followed by successful completion of an accredited supervised practice program (i.e., a dietetic internship program (DIP) to ensure eligibility to take the CDR credentialing exam for dietitian nutritionists. The application to the DIP is a separate process and completion of the DPD in no way guarantees acceptance into a DIP (see "Being matched to a Dietetic Internship Program" below). The dietetic internship application process is competitive and not all applicants are accepted.

The Department of Nutrition offers a "pre-select" option for a combined MS-Dietetic Internship program. Students apply directly to the program without going through the computer matching process for Dietetic Internship. Applicants are notified before the deadline for computer matching. For further information, please contact Lisa Brown ([lisa.brown@simmons.edu](mailto:lisa.brown@simmons.edu)) or Sharon Gallagher ([sharon.gallagher@simmons.edu](mailto:sharon.gallagher@simmons.edu)).

For more information on becoming a registered dietitian please see:

<https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist>



Nationally, a little over 60% of those applying were accepted into a supervised practice program. In the last 3 years, Simmons University DPD students/graduates, approximately 85% of BS graduates and 90% graduate students were matched to a Dietetic Internship Program within 12 months of graduating.

Please see Table 3 for the suggested course sequence for completion of the DPD Certificate. This course sequence assumes that none of the DPD course requirements have been completed prior to coming to Simmons University. The length of time to complete the program may vary, depending on the number courses already completed.

**Table 3. Suggested Sequence of Courses for the DPD Certificate**

	<b>Fall Semester</b>	<b>Spring Semester</b>
<b>1<sup>st</sup> year</b>	BIOL 113 - General Biology* NUTR 112 - Introduction to Nutrition Science <b>OR</b> NUTR 111 – Fundamentals of Nutrition Science* CHEM 111 – Introductory Chemistry: Inorganic* <b>OR</b> CHEM 113 - Principles of Chemistry* MATH 118 - Introductory Statistics	BIOL 221 Microbiology* NUTR 237 - The Practice of Community Nutrition CHEM 112 - Introductory Chemistry: Organic*
<b>2<sup>nd</sup> year</b>	BIOL 231 - Anatomy & Physiology I* NUTR 248 - Food Production and Service Systems NUTR 201 - Advanced Food Science*	NUTR 249 - Leadership in Nutrition Management BIOL 232 - Anatomy & Physiology II* CHEM 223 - Introduction to Biochemistry
<b>3<sup>rd</sup> year</b>	NUTR 311 - Nutrient Metabolism* NUTR 390 – Seminar: Selected Topics in Nutrition NUTR 301 –Dietetics Profession	NUTR 334 - Medical Nutrition Therapy NUTR 381 - Advanced Applications in Community Nutrition NUTR 331 - The Practice of Clinical Dietetics (must enroll concurrently with NUTR 334 except with instructor consent)

\*with laboratory component. No online labs accepted.

NOTE: All students must earn a C or better in all the required science courses and a B- or better in all DPD nutrition courses. If a student does not earn the minimum grade then they must repeat the course. A courses may only be repeated once. Student may not begin any course with pre-requisites unless pre-requisite courses are completed. Grades for pre-requisite courses taken elsewhere must be posted at least 2 weeks before the class begins

### **Obtaining a Verification Statement Attesting to DPD Completion**

Students must successfully complete and earn the minimum required grade in courses required for the DPD. Even if coursework equivalent to the aforementioned requirements has been completed elsewhere, a minimum of 5 courses, including Medical Nutrition Therapy must be completed at Simmons University to be eligible to obtain a Verification Statement from our department. Students who successfully complete the DPD (meeting the minimum grade requirements for courses) at Simmons University (either as part of the DPD Certificate or as part of the BS degree in Nutrition) will receive a Verification

Statement which documents such completion, once they have submitted the following to the DPD director:

- All official transcripts from all colleges attended for credit toward their degree and all colleges attended at which students took courses which fulfilled the Certificate in the DPD requirements (approval of all courses proposed to be taken for the DPD at a college other than Simmons University is required). ACEND requires that all official transcripts be included in your student file in the nutrition office even if the University already has them on file. Those in the Tufts/Simmons program also need to submit their final official transcripts from Tufts.
- Your final Simmons University official transcript with your graduation date (either noting your BS degree or your Didactic Program Certificate). For BS students this means that you should NOT request the final Simmons transcript until AFTER the grad date. Those BS students who graduate in August need to be aware that this means they will not be able to obtain their verification statements until after Labor Day. Graduate level DPD students may request their Verification Statement as soon as summer course grades are posted and a transcript can be sent to Dr. Fung.
- A completed verification statement request form (hard copy); this form is provided by the DPD Director.
- A Completed “Permission to Survey” form. This asks whether you will allow Simmons University to survey your internship director after you’ve completed your internship. Normally, this is given out in NUTR 301.
- A transcript release form. This allows accreditors to have access to your transcripts as a part of their audit of student records.

There is a 1-2 week turn-around time between the time of receipt of **all** aforementioned documents and the sending out of the Verification Statement. Therefore, after course completion, students will need to anticipate this time period when waiting to receive their Verification Statement.

## Section 5      Accelerated BS-MS degree Programs

There are four accelerated degree options that allow a student to pursue a Master of Science degree in Nutrition and Health Promotion either in the Research track OR Nutrition Entrepreneurship track after completing their BS in Nutrition, Exercise Science, Public Health, or Biology.

Please visit

<https://www.simmons.edu/undergraduate/academics/majors-minors/nutrition-nutrition-and-health-promotion-41>  
<https://www.simmons.edu/undergraduate/academics/majors-minors/exercise-science-nutrition-and-health-promotion-41>  
<https://www.simmons.edu/undergraduate/academics/majors-minors/public-health-nutrition-and-health-promotion-41>  
<https://www.simmons.edu/undergraduate/academics/majors-minors/biology-nutrition-and-health-promotion-41>

and view Section 6 of this guide for graduate requirements. Students may apply to the joint programs by March 1 of their junior year. Formal application should be made to the Nutrition Department. The application requirements for all three programs are as follows:

- The student must be earning a BS degree, have completed the prerequisites for the MS degree, and be in their junior year of their BS.
- The student must have maintained satisfactory academic progress in their coursework and attained a final minimum GPA of 3.3 at the time of their application (GPA usually through their fall semester of their junior year).
- The student must show strong evidence of communication skills and motivation.
- The student must present two favorable letters of recommendation from Simmons University faculty members; at least one must be from a full time faculty member in the department of their major.

In order for an accepted student to continue with the program after their senior year (UG), they must meet the following academic standards their senior year:

- Have maintained satisfactory academic progress in coursework through the Spring semester of their senior year and attained a final undergraduate minimum GPA of 3.3 upon graduation (including spring semester grades).
- Have met the MS in Nutrition and Health Promotion requirement of attaining a minimum of a B in each of the graduate courses taken as part of the program during their senior year.

Working with their adviser, students in all four Accelerated BS-MS degree programs will, working with their advisor, take the following two SNHS courses during the fall and spring of their senior year.

- SNHS 410 Research Methods
- SNHS 450 The Health Care System: Interdisciplinary Perspectives

### **BS in Nutrition/MS in Nutrition & Health Promotion**

This program allows students interested in nutrition to obtain a BS in Nutrition and an MS in Nutrition and Health Promotion.

### **BS in Exercise Science/MS in Nutrition & Health Promotion**

This program allows students interested in exercise science and nutrition to obtain a BS in exercise science and an MS in Nutrition and Health Promotion.

Please see the Department of Biology for the required courses to enter this program.

### **BS in Public Health/MS in Nutrition & Health Promotion**

This program allows students interested in public health and nutrition to obtain a BS in public health and an MS in Nutrition and Health Promotion. The Public Health major is an interdisciplinary major in Biology and Sociology and offers two tracks (Biology and Sociology).

Students complete this accelerated BS/MS program in five years and receive a Bachelor of Science degree with a major in Public Health and a Master of Science degree in Nutrition and Health Promotion. Graduates of this program will find opportunities and careers in a variety of fields promoting health, which include research, government programs, weight loss centers, and exercise facilities.

### **BS in Biology/MS in Nutrition & Health Promotion**

This program allows students interested in biology and nutrition to obtain a BS in biology and an MS in Nutrition and Health Promotion. Students complete this accelerated BS/MS program in five years and receive a Bachelor of Science degree with a major in Biology, a minor in Chemistry, and a Master of Science degree in Nutrition and Health Promotion.

## Section 6 Graduate Programs in Nutrition

### MS in Nutrition and Health Promotion

The Master of Science in Nutrition and Health Promotion is designed for those who wish to be leaders in nutrition and wellness. The program attracts students with backgrounds in such disciplines as nutrition, biology, health sciences, health education, athletic training, exercise physiology, and physical education, as well as those with bachelor's degrees in other fields wishing to enter the nutrition field. This program builds upon the decades-long expertise of the Simmons undergraduate program in nutrition and the interdisciplinary resources available in the College of Natural, Behavioral, and Health Sciences. Students can earn this MS either through our on the ground program or our MS online. The students can choose from two concentrations, Wellness Track or Entrepreneurship track.

The goals for the MS in Nutrition and Health Promotion are as follows. There are additional goals for each concentration/track described under each of those sections:

- To prepare nutrition professionals for lifelong learning and professional development.
- Prepare nutrition professionals to engage in collaborative and/or leadership opportunities.
- Prepare nutrition professionals who demonstrate acquisition, comprehension and application of nutrition knowledge.

Entrepreneurship track-learning outcomes?? –taken from 2013 document

#### *MS in Nutrition and Health Promotion, Research*

This concentration (or track) is for students interested in learning more about research in the food and nutrition field. Students in this track take additional research courses, and develop and carry out an original research project. The findings are presented at the Department's Research Day event and are often submitted to a peer-review scientific journal for publication. The additional goal of this track is to:

- Prepare nutrition professionals to conduct applied research designed to advance the science of nutrition and the profession of dietetics.

The suggested course sequence for both full-time and part-time students on the Research track is shown below in tables 4. For further information, please go to <https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/nutrition-and-health-promotion>.

**Table 4. Suggested Sequence of Courses for MS Nutrition & Health Promotion-Research Track—Full and Part-time**

<b>Master's Degree Coursework Required- PART TIME</b>	<b>Master's Degree Coursework Required- FULL TIME</b>
<b>Fall Semester (2 courses)</b> SNHS 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness (6 credits)	<b>Fall Semester (5 courses)</b> SNHS 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation SNHS 570 Health Promotion: A Global Perspective NUTR 489 Nutrition Proposal Development (14 credits)
<b>Spring Semester (2 courses)</b> SNHS 450 The Health Care System: Interdisciplinary Perspectives NUTR 461 Exercise Assessment and Prescription (6 credits)	<b>Spring Semester (5 courses)</b> SNHS 450 The Health Care System: Interdisciplinary Perspectives NUTR 461 Exercise Assessment and Prescription NUTR 460 Nutritional Epidemiology NUTR 490 Nutrition Research Project Elective (15 credits)
<b>Summer Semester (mid-May-July) (1 course)</b> NUTR 453 Advanced Topics in Preventative Nutrition (3 credits)	<b>Summer Semester (mid-May-July) (1 course)</b> NUTR 453 Advanced Topics in Preventative Nutrition (3 credits) DONE
<b>Fall Semester (3 courses)</b> NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation SNHS 570 Health Promotion: A Global Perspective NUTR 489 Nutrition Proposal Development (8 credits)	
<b>Spring Semester (3 courses)</b> NUTR 460 Nutritional Epidemiology NUTR 490 Nutrition Research Project Elective (9 credits)	

*MS in Nutrition and Health Promotion, Nutrition Entrepreneurship track*

This concentration (or track) is for students interested in developing entrepreneurial ventures in the food and nutrition field. There two additional goals of this track are shown below:

- Students will gain knowledge and analytical skills that will prepare them to formulate a new creative venture or innovation for the for-profit, not for profit or government sector.

- Students will develop a business plan aligned with their career goals.

The curriculum for the nutrition entrepreneurship track builds on 11 courses from the Department of Nutrition and the Simmons Business School. The entrepreneurship track culminates with the completion of a customized business plan. The suggested course sequence for both full-time and part-time tracks is shown below in tables 5 and 6. For further information, please go to <https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/nutrition-and-health-promotion>.

**Table 5: Suggested Sequence of Courses for MS Nutrition and Health Promotion-Entrepreneurship Track – Full-time and Part Time**

<b>Master's Degree Coursework Part-time</b>	<b>Master's Degree Coursework Full-time</b>
MS online orientation	
<b>Fall Semester (2 courses)</b> SNHS 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness (6 credits)	<b>Fall Semester (5 courses)</b> SNHS 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation NUTR 489 Nutrition Proposal Development MSMG 407 Financial Aspects of Business (14 credits)
<b>Spring Semester (2 courses)</b> SNHS 450 The Health Care System: Interdisciplinary Perspectives NUTR 462 Nutrition Consulting (6 credits)	<b>Spring Semester (2 courses)</b> SNHS 450 The Health Care System: Interdisciplinary Perspectives NUTR 462 Nutrition Consulting MSMG 440 Creativity Innovation & Entrepreneurship MSMG 408 Strategic Management & Marketing Elective (15 credits)
<b>Summer Semester (mid-May-July) (1 course)</b> NUTR 453 Advanced Topics in Preventative Nutrition (3 credits)	<b>Summer Semester (mid-May-July) (1 course)</b> NUTR 453 Advanced Topics in Preventative Nutrition (3 credits)
<b>Fall Semester (3 courses)</b> NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation NUTR 489 Nutrition Proposal Development MSMG 407 Financial Aspects of Business (7 credits)	
<b>Spring Semester (3 courses)</b> MSMG 440 Creativity Innovation & Entrepreneurship MSMG 408 Strategic Management & Marketing Elective (9 credits)	

## **Certificate in Sports Nutrition**

This certificate combines nutrition and exercise knowledge to build competence in the area of fitness. For further details, please go to  
<http://www.simmons.edu/academics/certificate-programs/certificate-in-sports-nutrition>.



## **Section 7      Supervised practice for becoming a Registered Dietitian**

### **Being Matched to a Dietetic Internship Program**

Being matched to and successfully completing a Dietetic Internship Program (DIP) is one of the requirements for becoming a Registered Dietitian. We, in the Department of Nutrition, are committed to supporting students through this highly competitive process; however, we would like students to be aware of their responsibility for their success.

One component of a student's qualifications (to which internship selection committees pay particular attention) is the applicant's GPA. Although other factors, such as letters of recommendations, work experience and graduate degrees, are used by selection committees to rank their applicants, the GPA is central because it is predictive of registration examination passage.

In the last two years, a little over 64% of those applying to a DIP *nationally* were matched to a dietetic internship. Among Simmons University DPD students who applied to DIPs in February of 2016, this percentage was considerably higher with over 85% matched to internships. That still left about 15% of applicants who were not matched. In general, a student's GPA at Simmons is strongly predictive of matching to a Dietetic Internship Program:

- 3.5-4.0 has a strong chance of internship placement
- 3.0-3.4 fair/good chance of internship placement
- <3.0 has minimal chance of internship placement

### **Preparing to Succeed in Matching to a Dietetic Internship Program**

In light of the competitive nature of being matched to a Dietetic Internship Program, the Nutrition Department has several resources to both inform and support students through the process. In particular, students who are planning on applying to Dietetic Internships will enroll in NUTR 301 (Dietetics Profession). This course provides a variety of resources and guides the student through the application process. The student's academic advisor and the DPD director are also available to meet with students individually to discuss internship choices and strategies.

### **Simmons University Dietetic Internship Program**

The Department of Nutrition offers an accredited dietetic internship program to prepare baccalaureate nutrition graduates for entry-level dietetic practice and eligibility for the registration examination. The emphasis of the eight-month program is on community dietetics practice, health promotion, and wellness. Admission to the Simmons Nutrition and Dietetics program/certificate does not guarantee admission to the Simmons Dietetic

Internship. Please go to <http://www.simmons.edu/academics/graduate-programs/dietetic-internship-program> for further details.

The Simmons University MSDI program has a pre-select option for those completing the undergraduate degree in Nutrition and Dietetics or the graduate DPD certificate program. Students applying for the preselect must submit their application in early January and will be notified if they are accepted before February 1<sup>st</sup>. If the student chooses to accept the slot, they must withdraw their name if they have applied for matching. More information on specific deadlines and the application procedure are given in the fall.

Students accepted through the preselect program will be enrolled in the Simmons MS in Nutrition and Health Promotion and the Simmons Dietetic Internship. If all the academic and internship requirements are met, the student will graduate from this 5 semester program (this includes one summer session) with their MS in Nutrition and Health Promotion and be eligible to take the RD exam.

## **Section 8 Simmons University Policies, Procedures, and Guidelines**

### **Simmons University Student Handbook**

<https://www.simmons.edu/student-life/handbook>

For all-University academic policies, please see

<http://internal.simmons.edu/students/general/handbook/academic-policies>

### **Simmons Tuition & Fees**

undergraduate and graduate tuition, fees, and other costs can be found at

<http://www.simmons.edu/admission-and-financial-aid/student-financial-services/tuition-and-fees>.

### **Additional Student Expenses (APPROXIMATE)**

- Laboratory coat, for clinical practice and food science laboratories (\$35).
- Individual course materials (i.e. presentation posters, copying costs, computer discs, etc.) should be expected.
- Membership fees recommended for the program may include the Academy of Nutrition and Dietetics (\$58, OPTIONAL but strongly recommended).
- Transportation to clinical and fieldwork sites (\$30/semester).
- Transportation, meal costs, and registration fees to attend professional meetings and practical experiences should be expected.
- Most internships charge an application fee between \$50 and \$100. Additionally, there is a fee to register with the Dietetic Internship Centralized Application System (DICAS - \$45 for the first application and \$20 for each application after) and \$55 to apply to the computer matching process used to determine intern placement (through D & D Digital). Note that these fees are subject to change.

### **Insurance**

- Compulsory Professional Liability – Professional liability insurance for all students in the Nutrition department is required and provided by Simmons University. Without insurance, students cannot participate in clinical courses or courses with a fieldwork placement. The cost of the policy is a set fee and is paid by the University.
- Health Insurance – State law in Massachusetts requires all undergraduate and graduate students to have health insurance. More information about health insurance can be found in the All-University Student Handbook (<http://internal.simmons.edu/students/general/handbook/resources>), on the Simmons University Health Center website (<https://www.simmons.edu/your-simmons/student-support-resources/health->

[center](#)), or on the Student Financial Services website (<https://www.simmons.edu/admissions-and-financial-aid/financial-aid-and-affordability/billing-and-payment/student-health-insurance> ).

- Travel Liability – Travel either as part of the DPD program or commuting time to field experiences is not covered by Simmons University. Each student is responsible for their own travel liability when traveling between the University and an assignment off campus.

## **Financial Aid**

For information on or to apply for financial aid, please visit the Financial Aid Office in the Simmons Main College Building, Room W-103 or the Financial Aid Office website <http://www.simmons.edu/admission-and-financial-aid/student-financial-services>.

## **Academic Exclusion, Suspension & Dismissal**

Simmons University policies pertaining to student academic progress, standing, termination, and re-admittance can be found in the Simmons University student handbook (<http://www2.simmons.edu/handbook/index.php>)

### *Exclusion policy for graduate students*

A student will be excluded

- Grades received were below minimum requirement in more than two courses designated by the student's program.
- If the student fails to obtain the required minimum grade or better in a repeated course.
- For demonstrating behavior that is grossly or consistently illegal, unethical, or unprofessional as determined by each department's or program's faculty. See also Section 9.
- If she/he verbally or physically threatens anyone within the university setting or within the practice setting.

Exclusion status will be noted on the student's transcript.

### *Readmission of Excluded Graduate Students*

A student who has been excluded can appeal their exclusion. They shall be considered for readmission only when they submit substantial evidence of an ability to successfully complete the academic program. Department or program faculty will determine the conditions of readmission and continuance. An excluded student wishing to return must formally reapply through the CNBHS Office of Admission by the appropriate department or program admission deadline date. If readmitted, an excluded student may be required to meet new department or program expectations and requirements, instituted during

her/his time of exclusion, and must have satisfied all previous financial obligations to the University.

### **Academic Honesty**

All academic work submitted is expected to be the original work of the author. Proper citation of another's ideas or work is required. Copying documentation from any source is a form of academic dishonesty. Students are expected to acknowledge any collaboration in all work in an acceptable manner by citation quotations. Consequences of academic dishonesty, including plagiarism, may include non-acceptance of the work submitted, written reprimand, or a failing grade in the course.

Full description can be found in:

<http://www2.simmons.edu/handbook/conduct/honor-system.php>

### **Transfer Credits**

- Simmons University policies pertaining to transfer credits for undergraduate students can be found in the Undergraduate Programs section of the Simmons University student handbook (<http://www2.simmons.edu/handbook/index.php>)
- For students in the MS and/or DPD programs, please refer to departmental policy (please see Section 9).

### **Withdrawal from the University**

A student may officially withdraw from the University by speaking with their adviser or program director, who will guide them through the process. A student who fails to register for any courses by the end of the second week of classes of a semester subsequent to the one for which they have been registered, is considered to have withdrawn from the University. A withdrawn student must pay all expenses that they incurred while a student at the University before an official transcript is released. Please review the University's refund policy before making a final decision about withdrawing. <https://www.simmons.edu/admissions-and-financial-aid/financial-aid-and-affordability/billing-and-payment/tuition-housing-refund-schedules-and-appeal>

A student who received a loan from the University must meet with a counselor in the Office of Student Financial Services before withdrawing. A student who received merit funds (assistantship or scholarship) from the CNBHS cannot retain such funding if/when they should return to the University.

International students (non U.S. citizens with an F-1 visa) must meet with the International Student Adviser before withdrawing.

### *Readmission of Withdrawn Students*

A request for readmission should be submitted, in writing, to the department chair or program director, with a copy to the Office of the Registrar, at least one month before classes begin for the semester in which the student wishes to register. The department chair or program director will notify the student, in writing, of their approval of the student's request. A returning student may be required to meet new department or program expectations and requirements, instituted during their time of withdrawal, and must have satisfied all previous financial obligations to the University. It is the responsibility of an international student to meet all immigration policy requirements as specified by the Simmons international adviser.

### **Family Educational Rights and Privacy Act of 1974**

The University's practice in regard to student record-keeping is based on the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment), and is intended to be a safeguard against the unauthorized release of information. This act applies to all enrolled students, former students, and alumni. It does not apply to applicants seeking admission into an institution. Please refer to the university handbook

<https://www.simmons.edu/academics/registrar/privacy-student-records>

### **Human Participants in Research Policy for all CNBHS Students**

Please see all-university policy at

<https://internal.simmons.edu/students/general/handbook/academic-policies/general>

## Section 9      Department of Nutrition Academic Policies

### Assessment of Prior Learning and Credit toward Program Requirements

Prior to registering for courses, a student's transcripts are evaluated for possible course transfer and equivalency. For science and nutrition requirements for either the BS or the DPD Certificate Program, students must provide course descriptions and, if needed, syllabi for review.

For the DPD program, (BS or DPD Certificate) there is a recency requirement for courses. If the student has been working in a field that uses the skills and knowledge taught in a specific course that was taken more than the recency limit prior to beginning the program, the DPD director may waive the recency requirement for a specific course.

*Recency limits (from time of matriculation at Simmons):*

- 5 years: all nutrition courses, Anatomy and Physiology I&II, and Biochemistry. However, if a student took Anatomy and Physiology I&II, Biochemistry, or NUTR 111/112 greater than 5 years but less than 10 years prior to beginning the DPD program, the student may choose to take a competency examination to place out of those courses.

- 10 years: All other courses

In the event that a current student requests to substitute a required (DPD or other program requirement) course from another college or university, the student must submit a course description to their adviser and then, if needed, a syllabus **prior to taking the course**. If it is not clear from the course description that the course is equivalent to the Simmons University course, the student must submit a syllabus. For science pre-requisites and if there continues to be questions of equivalency, faculty in the biology, chemistry or math departments who teach these courses are asked to review the syllabus to provide the nutrition department with a determination. For nutrition courses, the faculty who teaches that specific course at Simmons will review the course for equivalency and the student must provide a strong justification for not taking the course at Simmons.

**The Nutrition Department does not accept any laboratory component that is not held in person at a laboratory of the institution offering the course.** Lecture portion may be taken in an online format.

### Didactic Program in Dietetics (DPD)

All DPD students must complete all nutrition courses (unless approval has been given otherwise) at Simmons University and **must take NUTR 334 Medical Nutrition**

**Therapy** at Simmons even if they have had a similar course at another academic institution. Courses taken at other institutions must be approved by the student's faculty adviser prior to taking those courses. If the student does not meet these academic requirements, no verification statement will be issued.

The following are general policies related to taking DPD courses elsewhere under specific circumstances, however, if a student is receiving or has applied for financial aid they must consult with their financial aid adviser regarding any implications of these special circumstances on their financial aid.

- If a student goes on a Leave of Absence (LOA), the student can take courses elsewhere if the Nutrition Department chair or DPD director approves this in advance. Please see details regarding application process for LOA. Please see the LOA section below.
- Withdrawal policy from the University is in:  
<https://www.simmons.edu/academics/registrar/leaving-simmons>  
If a student takes courses elsewhere during the period for which they have withdrawn from the university, content area for a specific DPD course will not be applied unless students obtain prior approval from the Nutrition Department Chair or DPD director.
- If a DPD Certificate student has special circumstances which make it necessary for them to take a pre-requisite DPD course elsewhere, **they need to obtain prior approval from the Chair of the Department or DPD director.** Students may be able to take pre-requisite DPD courses for the content area of a specific course elsewhere as long as they obtain this approval *in advance* and are not transferring in the credits. **The Nutrition Department does not accept any laboratory component that is not held in person at a laboratory of the institution offering the course.** Lecture portion may be taken in an online format.

### **Certificate in Sports Nutrition (CSN)**

**Matriculated students** in the Simmons MS program who apply to the CSN and are accepted can transfer credits from NUTR 455 and 461 (once completed) while an MS student in the CSN program. It is the student's responsibility to discuss with their advisor to transfer the credit. No courses from another institution will be accepted for transfer into the CSN program.

### **Master of Science in Nutrition and Health Promotion (Research or Entrepreneurship Track)**

*Non-matriculated students who have met the prerequisite requirements* may take a total of two courses from either the nutrition department or SNHS 410 Research Methods,



SNHS 450, Health Care Systems. Once accepted in the MS program these two courses are acceptable for transfer into the MS program,

### **Waiving of course requirement**

Based on prior academic course work or other experience, a student may submit a written request to the department chair or program director for a waiver of a required course. If a waiver is granted, a student must register for an elective course to complete the total number of credits required by the department or program for graduation. We do not accept transfer credits.

### **Prerequisites for the MS in Nutrition and Health Promotion (Research or Entrepreneurship Track)**

Applicants who have a BS degree in nutrition and completed the prerequisite courses more than 10 years ago but are working in a field of nutrition and dietetics that pertain to those courses, will not need to repeat prerequisite courses with the exception of statistics. A statistics review or an equivalent will be suggested or required as determined by the Department Chair.

**The Nutrition Department does not accept any laboratory component that is not held in person at a laboratory of the institution offering the course.** Lecture portion may be taken in an online format.

Applicants who earned a BS degree in nutrition and completed a Didactic Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) are considered to have all the necessary prerequisite courses for the MS degree program. (Note: some schools may not require courses with the same titles as those at Simmons University but the same academic competencies must be included in their program as required by ACEND.)

### **Master of Science in Nutrition and Health Promotion (Wellness or Entrepreneurship) and DPD Certificate**

Students may work on the MS degree and DPD Certificate simultaneously. Students will not be enrolled in any nutrition graduate courses without the necessary science and nutrition prerequisites required for the MS degree program.

Those who are admitted into both the MS and the DPD Certificate Program may use graduate courses in their MS program to fulfill the requirements of some of the aforementioned DPD courses, Advanced Applications in Community Nutrition, and Seminar: Selected Topics in Nutrition. However, to obtain the exemption from these courses the following graduate courses must be completed prior to completion of the DPD Certificate.

## **MS in Nutrition and Health Promotion-Research Track and DPD Certificate**

*Advanced Applications in Community Nutrition (NUTR 381) is covered by these graduate courses:*

NUTR 452 Program Planning, Implementation and Evaluation

SNHS 450 Introduction to Health Care Systems

*Seminar: Selected Topics in Nutrition (NUTR 390) is covered by these graduate courses.*

SNHS 410 Research Methods

NUTR 489 Proposal Development

## **MS in Nutrition and Health Promotion-Entrepreneurship track and DPD Certificate**

*Advanced Applications in Community Nutrition (NUTR 381) is covered by these graduate courses:*

NUTR 452 Program Planning, Implementation and Evaluation

SNHS 450 Introduction to Health Care Systems

*Seminar: Selected Topics in Nutrition (NUTR 390) is covered by these graduate courses.*

SNHS 410 Research Methods

NUTR 489 Advanced Topics in Preventative Nutrition

## **Academic Performance**

### *Student Learning Outcomes Assessment*

Student learning is assessed in a variety of ways in the courses. Most of our undergraduate courses must meet the competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) because these courses are part of the DPD. In addition to the course grades, students are asked to complete a variety of learning activities (i.e. assignments, case studies and projects), and their performance on these are evaluated by the faculty and represent, in part, the degree to which students have met the competency. Exam performance is another way faculty assess student learning. Feedback on student performance is given throughout the course, so there are opportunities for improvement. Below are two examples of the knowledge requirements (KRDN) for the DPD and the learning outcomes used to assess student learning (in italics); these are based on the 2017 ACEND Standards.

### Nutrition 237

KRDN 3.2: Develop an educational session or program/educational strategy for a target population.

*Learning outcome:* 100% of students will develop an educational session for which they earn a minimum grade of 80%, and document these in the form of lesson plans for diverse communities.

#### Nutrition 248

KRDN 4.2: Evaluate a budget and interpret financial data.

*Learning outcome:* 100% of students will obtain a minimum of 80% in an assignment on determining costs of services and operations to develop a budget for a food service business.

#### **Grades**

All courses offered by the Nutrition Department follow standard grading policy below for assignment of letter grades.

Table 6: Final course grad scale. Letter Grade	GPA Value	Undergraduate courses	Graduate courses
A	4.0	93-100	94-100
A-	3.67	90-92	90-93
B+	3.33	87-89	87-89
B	3.0	83-86	83-86
B-	2.67	80-82	80-82
C+	2.33	77-79	77-79
C	2.0	73-76	74-76
C-	1.67	70-72	70-73
D+	1.33	67-69	67-69
D	1	63-66	63-66
D-	.67	60-62	60-62
F	0	<60	<60

#### *Undergraduate Grade Requirements*

The Simmons University undergraduate requirement for graduation is a minimum grade point average (GPA) of 2.00, to be calculated from all courses taken at Simmons using the letter grade system. See the current undergraduate course catalog for further details on this (<http://www.simmons.edu/academics/course-catalog/>). Specific academic requirements of each nutrition major/track vary; some are higher than the all university requirement. These are described below.

**BS Nutrition and Dietetics** For students declaring Nutrition and Dietetics major starting in the 2015-16 academic year or later, must apply to this major and meet grade requirements. Please see Section 3 for details.

**BS in Nutrition and Food Service Emphasis.** The all University policy requires a student to repeat a course if a grade of F is earned since no credit is received for a failed course. The Simmons University GPA requirements of 2.0 for graduation will apply.

**BS in Nutrition, Wellness and Health Promotion.** The all University policy requires a student to repeat a course if a grade of F is earned since no credit is received for a failed course. The Simmons University GPA requirements of 2.0 for graduation will apply.

**Table 7a: Minimum Grade Requirements: BS Nutrition and Dietetics**

BS Nutrition and Dietetics		
Student Guide Years	2013-2014	Starting Fall, 2014 for those wanting to major in Nutrition and Dietetics.
Science Prerequisites	C-	C
Required DPD Nutrition Courses	C+ (Fall 2013)	B-
Overall GPA	University requirement	University requirement

All other undergraduate nutrition tracks will follow University requirement (overall GPA minimum=2.0)

### *Graduate Grade Requirements*

**Graduate nutrition students (including MS, CSN)** must earn a grade of B (not B-) or better in all pre-requisite courses for the MS and master's level courses (400 and above). The Simmons University graduate requirement for graduation is a minimum grade point average (GPA) of 3.00, to be calculated using the letter grade system.

**Didactic Program in Dietetics Certificate (DPD)** All students are required to complete a DPD audit of their progress and meet with their adviser prior to Feb. 1<sup>st</sup> of their second semester (see a copy of the DPD audit form in the appendix). Please also see Section 4.

**Table 7b: Minimum Grade Requirements for Graduate Nutrition Students (MS,CSN,DPD).** \*Not B-.

All Graduate Nutrition Students (MS,CSN,DPD)		
	2013-2014	2014-15 onward
DPD students: Science Prerequisites (DPD Only)	C-	C
DPD students-Required DPD Nutrition Courses	B-	B-
Master's Level Courses (400 and above)	B*	B*
Overall GPA	3.0	3.0

A student receiving a grade below minimum grade requirement must repeat the course for credit. A student may repeat a course **only** once. Repetition of the course may affect a student's ability to progress with their class and/or their expected date of graduation. A

student who repeats a course and does not achieve the minimum grade requirement cannot progress in their program.

### **Probation**

A student is placed on probation if one of the following applies:

- Their grade point average (GPA) falls below the minimum required for their program.
- They receive a grade below the minimum grade requirement until an acceptable grade is achieved.
- They demonstrate behavior inconsistent with the ethical, legal, or professional standards as determined by each department's or program's faculty. See below.

Probationary status will be noted on the student's record in the Registrar's office during the probation period and removed when the student is officially removed from probation. A letter will be sent to the student stating the probationary status and reasons for being placed on probation with instructions to contact the advisor to discuss remedy and career plans.

A student placed on probation who was a recipient of a scholarship or assistantship will not be granted these funds during or after probation for the remainder of their time in the program.

### *Removal from Probation*

A student will be removed from probation if they earn the minimum grade requirement during the semester in which she/he is on probation, has a cumulative GPA greater than 3.0 at the end of that semester, and adheres to the ethical, legal, and professional standards of behavior as determined by each department's or program's faculty.

At the end of each semester, when applicable, department chair or program director will provide written notification of removal from probationary status to the student to be removed from probation, as well as to the Dean of the CNBHS, Office of the Registrar, Office of Student Financial Services, and the CNBHS director of admission (and to the International Student Adviser for non- U.S. citizens, if applicable).

### **Leave of Absence (LOA)**

An officially registered and matriculated student may apply for a leave of absence. Leaves, when granted, are for professional, academic, or personal circumstances, and are subject to approval by the department chair or program director and the Dean of the CNBHS. Normally, no more than a one-year leave of absence is granted. A student who successfully petitions for a leave of absence is expected by the University to understand

the relationship between their leave of absence and the requirements of their program of study. Therefore, a petition for a leave is sought only by a student who has carefully planned a sequence of courses, understands when particular courses are normally offered, and knows the date by which degree requirements must be completed

**Undergraduate Programs** - If a student goes on LOA, the student may take courses elsewhere if the Nutrition Department Chair or DPD Director approves this **in advance**. A leave of absence is generally granted for no longer than one year. However, a student may petition for an extension with good cause. With respect to withdrawal from the University, please see policies in the all-University Student Handbook regarding the process for withdrawal and readmission. If the student takes courses elsewhere during the period for which they have withdrawn from the university, content area for a specific DPD course will not be applied unless the student gets prior approval from either the Nutrition Department Chair or DPD Director. Students in any of the undergraduate programs should refer to the all University undergraduate student handbook for the leave of absence policy.

<http://www2.simmons.edu/handbook/academics/undergraduate/registration.php>.

**Graduate Programs** - Students in any of the graduate nutrition programs (MS, CSN, DIP, and DPD) may petition for a leave of absence. A leave of absence is generally granted for no longer than one year. However, a student may petition for an extension with good cause.

If a DPD student goes on LOA, the student may take courses elsewhere if the Nutrition Department Chair or DPD Director approves this in advance. If the student takes courses elsewhere during the period for which they have withdrawn from the university, content area for a specific DPD course will not be applied *unless students get prior approval from either the Nutrition Department Chair or DPD Director*. No classes for the Masters may be taken outside Simmons University while a student is on a LOA.

A student who received a loan from the University check with Office of Student Financial Services for appropriate actions before taking leave. A student who received merit funds (assistantship or scholarship) from the CNBHS is not eligible for such funds upon return from leave. An international student (non U.S. citizen with an F-1 visa) must meet with the International Student Adviser in the Office of the Dean for Student Life before requesting leave.

When a student plans to return to the University, they must notify the Office of the Registrar and her/his CNBHS department chair or program director in writing one month prior to their scheduled date of return. A petition for a leave of absence is available from the department/program office.

<https://internal.simmons.edu/students/general/handbook/academic-policies/undergraduate/leave-of-absence>

## **Completion of a Program**

### *Graduate Programs*

Students must complete the CSN in 3 years unless an LOA is granted. Students in the MS program must complete the program in 5 years unless an LOA is granted.

## **Repeating courses**

Students who do not meet the grade requirements for their major/program in a course can only repeat the course once.

## **Exclusion from Nutrition**

1. A Nutrition student who has failing grades (i.e. not meeting the grade requirements of the major or program-see Table 8 for a summary of the minimum grade requirements by program) in any two science or Nutrition courses shall be dismissed from the Nutrition Programs. This includes if a student withdrew after the eighth week of the term and had a failing grade at the time they begin their leave of absence.
2. A graduate student will be excluded from the program if they fail to obtain the minimum grade requirement or better in a repeated course.
3. A student may be excluded from the program for demonstrating behavior that is illegal, unethical, or unprofessional as determined by the Nutrition Department faculty.
4. A student will be excluded from the program if they verbally or physically threatens members of the University administration, faculty, staff, students, or clients in the practice setting.

## **Student Evaluation of Courses**

The faculty and administration are eager to receive *constructive* feedback regarding courses. This feedback is used to improve course content, teaching, and even required readings. The course evaluation form is to be completed by students enrolled in each nutrition course; with few exceptions this is now administered on-line. The faculty does not review the course evaluation until AFTER the students' final grades are submitted to the Registrar.

## **Grade Appeals**

The Department of Nutrition follows the grade appeals process outlined in <https://internal.simmons.edu/students/general/handbook/academic-policies/undergraduate/grade-appeal> please see link for a detailed description. A brief summary is given below.

A student with a complaint regarding a grade and wishing to appeal the grade given for a nutrition course, should first discuss the issue with the course instructor. After this discussion, if it is not resolved, the student should discuss the grade appeal with the instructor's department chair or program director. The department chair/program director may consult with the instructor, but the final decision regarding a grade rests with the instructor. If the instructor is the department chair/program director, the student may discuss this complaint with the Dean. Grade changes are most commonly given if a clerical error was made in the calculation of the grade. See the Simmons University Student Handbook for other possible reasons for a grade change.

### **Academic Review Board**

The Nutrition Department has an academic review board (ARB). The ARB reviews progression of all students within the degree program, address concerns regarding students who may have violated professional standards, and counsel students having academic difficulty, including but not limited to:

- Failure to maintain the minimum GPA for the program in which they are enrolled
- Course failure
- Probation
- Overall academic record that is considered marginal

The ARB will administer the policies regarding academic progression and exclusion, and will provide official communication with students whose academic performance warrants dismissal from the program. The ARB has the authority to:

- Issue letters of warning
- Place students on departmental probation
- Require students to meet with the ARB to discuss barriers to their success and plans to overcome those barriers moving forward
- Immediately remove student from the Nutrition Department program of study

### **CNBHS Appeals Committee**

The CNBHS Appeals Committee considers formal written requests from students who are seeking an exception to program or CNBHS policies. The appeal must be submitted to the Associate Dean for Student Affairs within the time frame for the particular appeal:

Policy Being Appealed	Timeframe for Appeal Following Student Notification of Decision
Program exclusion	30 days
Grade appeal denied by Chair	5 days
Other appeals	14 days



A student may seek an exception to a policy, or appeal a decision if:

- There is new information that could influence outcome
- The student views the original decision as a disproportionate response
- The student believes that the policies were administered unfairly

The Health Sciences Appeals Committee is comprised of Program Chairs from each department (or their designee), the Associate Dean for Health Sciences, the Director of the Dotson Bridge and Mentoring Program, and an at large faculty member appointed by the Dean for a two year term. The Director of Operations shall be an ex officio member of the committee. The Committee has regularly scheduled meetings, throughout the academic year.

**Process:**

Written request submitted by student to the Associate Dean. Students are strongly encouraged to consult with their faculty advisor, in preparing their appeal form and planning for their appearance, in front of the Health Sciences Appeals Committee.

- Associate Dean will place the student's appeal for consideration at the next available Health Sciences Appeals Committee meeting. The Committee will make reasonable effort to consider appeals in a timely manner.
- Prior to meeting with the student, committee may choose to consult with faculty or others involved in the case.
- Student will be invited to appear at Health Sciences Appeals Committee meeting, where their case is being heard. Students are allowed to have their faculty advisor attend the meeting with them if they choose.
- Student will be notified, in writing, of the Committee's decision, within 10 business days of the meeting, at which their appeal is heard. Notification of the decision will also be sent to Dean and the Department Chair.
- In the event that the Appeals Committee grants an exception to a policy, the matter will be referred back to the department responsible for determining how to implement an appropriate plan for student progress.
- The Dean will be the final arbiter.

**Student records**

Student records are kept electronically on AARC which can be accessed by students. The nutrition department also keeps a physical copy of student records which students can make arrangements to view.

## **Grievance and Complaints Procedures**

In the event of a perceived disagreement with program personnel, a student should first make the effort to resolve the disagreement with the particular faculty. If resolution is not forthcoming, the student may then discuss the issue with the Program Director. In the rare instance where the problem is still unresolved to the satisfaction of the student, the matter may be referred to the Office of the Associate Dean of the School for Health Studies by either the student or the Program Director.

Formal complaints should also be submitted in writing to the Associated Dean for Health Sciences with a copy to the Dean. The recipient of the complaint will investigate and respond in writing to the complainant and the Dean. Complainants who are dissatisfied with the response may respond to the Dean.

If a student has a complaint related to the program or its adherence to the accreditation standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), students should know that ACEND has established a process for reviewing complaints against accredited programs. According to ACEND “Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant.” Detailed steps as to how a complaint is handled can be found at the following ACEND link:

<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

## **Exclusion for Undergraduate Students**

Please refer to the student handbook on exclusion from the University and removal of degree candidacy: <http://www2.simmons.edu/handbook/academics/undergraduate/board-review.php>.

## **Liability for Safety in Transit to or from Assigned Areas**

The student is expected to provide her/his own transportation to and from field work sites. Liability is assigned to the individual student and is not the responsibility of the University.

## **Injury and illness at fieldwork sites**

Fieldwork sites are not obligated to provide health services for students. In the case of non-life threatening illness or injury, the student will have to make a rational decision as to whether they should attend their site. Generally, site supervisors will ask that students remain at home until their major symptoms have resolved. The site supervisor and the course instructor must be notified of all absences and the reason for the absence. The absences will be made up at a later date as determined by the site supervisor and the student.

## **Professional Behavior**

Professional behavior in the classroom is expected. The following behaviors demonstrate commitment to professional standards of conduct. Faculty has the right to ask a student to withdraw from a course if the student's behavior is inconsistent with any of the guidelines stated in the Student Guide. If a student's behavior is not what the faculty/preceptor considers as professional, they may be asked to withdraw from the course and/or be referred to the Counseling Center.

Commitment to learning:

- Attending each class and lab
- Arriving on time and being well-prepared for class and lab, clinical placements and fieldwork sites.
- Staying in the classroom for the entire class period
- Turning off all electronic devices unrelated to class work.
- When using a computer in class, refraining from non-class related computer activity
- Refraining from side conversations with classmates
- Being attentive to and respectful to all in class, including the faculty presenting the class and classmates discussing questions, cases or issues raised during class.
- Accept feedback and constructive criticism from faculty and preceptors on assignments and fieldwork"

Professionalism:

- Notifying the professor well in advance in the unusual circumstance that you will be late, unable to attend class, or unable to meet class requirements
- Adhering to the Simmons University Honor code at all times in clinical and classroom situations
- Being respectful of all department staff.
- Interact respectfully and effectively with patients, families, colleagues, other healthcare professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
- Display appropriate body language and tone of voice.
- Manage time and resources appropriately.

- Identify sources of, seek out, and accept feedback; and to effectively use and provide feedback.
- Take responsibility and initiative to one's learning, including seeking additional help when necessary.
- Be able to fulfill commitments and to be accountable for actions and outcomes.
- Be able to identify sources of stress and to develop effective coping behaviors.

### **Make-up Examinations**

Missed examinations will be rescheduled only upon receipt of a valid, acceptable excuse for something that was beyond the control of the individual (i.e. car accident, family illness/death). Illness must be accompanied with a MD/Health Service note. Jury duty will be excused with proper documentation. Valid and acceptable excuses should be submitted in writing ASAP and no later than 48 hours before the scheduled exam. Advance requests to take an examination at an alternate date/time should also be made ASAP and no later than 48 hours before the date of the scheduled exam, whichever is earlier, and will be honored at the Instructor's discretion. Failure to comply with this policy will result in the assigned grade of F on this exam.

### **CPR Certification**

Graduate nutrition students in the master's or CSN programs need to become CPR certified. For certification, the student will need to take an American Heart Association Heartsaver CPR course. To find one locally, please check <https://cpr.heart.org/en>. Select either Basic Life Support (BLS) or ELearning. Course prices are set by the location, but should be between \$20-\$80 for the Adult, Child, and Infant CPR course. Certification is valid for two years.

Proof of CPR certification must be presented by the end of NUTR 461 Exercise Assessment and Prescription.

## Section 10: Guidelines for academic work outside the classroom and laboratory work

### Guidelines for Independent Study

*Independent Study: NUTR 350-01, 02; NUTR 450-01, 02*

These courses require the consent of the instructor as a prerequisite. Students enrolled in these courses can receive up to four (4) semester hours of credit upon completion of NUTR 350 and 3 semester hours for the completion of NUTR 450. The independent study option is designed to enable the student to participate in a sustained and substantial investigative experience on a specific topic. This topic may be selected from a variety of topics that have been discussed or suggested in previous nutrition courses. The student choosing this option will be expected to:

1. Perform independently by selecting a topic of interest in the nutritional sciences.
2. Formulate a specific and provocative question bearing on the topic so that the topic chosen may be focused and the question answered in a definitive manner.
3. Perform independently in the library by seeking out appropriate reference material, i.e., experimental and review articles in the scientific literature.
4. Selectively choose the articles of relevance to answer the question rather than merely summarize the literature.
5. Evaluate and interpret information found in scientific literature.
6. Organize the information in a coherent, cohesive, concise and clear paper of 20-30 pages that is grammatically correct and devoid of spelling errors.
7. Cite references throughout the paper using The Journal of The Academy of Nutrition and Dietetics (JAND) as a model for correct reference citation. All statements that are not the student's own thoughts must be cited.
8. Accomplish these objectives within a realistic time frame.
9. Students must enroll in this course for a letter grade; students are not eligible for the Pass/Fail option for this course.

**The student's responsibility starts prior to pre-registration at the end of the semester before the semester of independent study. At that time, they are advised to choose a topic of interest and select a preceptor from the nutrition faculty whose interests and expertise coincide with the topic chosen. The student must meet with their preferred preceptor before the end of the prior semester to ask whether the faculty member can precept them. A short summary of their proposal should be presented in writing to the faculty member.**

If the faculty preceptor accepts the student's proposal, the student may pre-register for NUTR 350. Within the first week of the term the student must meet with the faculty preceptor to focus the topic of investigation, and to have the question approved. During the semester, the student must continue to meet periodically with the faculty preceptor in order to:

1. Discuss the progress of the topic under investigation.
2. Ensure clarity of thought and purpose.
3. Limit the breadth and depth of the topic appropriate for the length of the paper and capabilities of the student.
4. Stimulate questions and answers for deeper investigation.
5. Ensure completion of work within one semester.

## **Guidelines for Fieldwork**

*Fieldwork: NUTR 380-01, 02; NUTR 480-01, 02*

The prerequisite is consent of the instructor. Students enrolled in NUTR 380 receive between one (1) to four (4) semester hours of credit upon completion of the course and between 1 (one) to three (3) semester hours for the completion of NUTR 480 and are expected to spend a minimum of **6-8 hours per week** at the field site itself in addition to library research, documentation of their learning experiences and consultation with their faculty adviser. The student should outline their objectives, methods of implementation and evaluation, and identify their resources in advance of the experience. These will, of course, be consonant with the needs and objectives of the field site so that the student can have a positive effect on the institution with which they are affiliated.

The student's responsibility starts prior to pre-registration at the end of the semester before the semester of fieldwork. At that time, they are advised to choose a topic of interest and select a preceptor from the nutrition faculty whose interests and expertise coincide with the topic chosen. They must formally ask the faculty whether they are willing to precept them prior to registration.

Student fieldwork is not to be used to replace employees at the fieldwork site.

For students in the joint DPD program between Simmons and Tufts, the instructor will provide instructions on maintaining records for meeting KRDN competencies.

## **Steps to Follow for Fieldwork**

1. Identify goals and objectives before pre-registrations. After identifying goals, objectives and interests, students should consult with their faculty adviser for suggestions of possible sites and areas of investigation.
2. Arrange fieldwork placement before pre-registration.
3. Request a faculty member to act as your mentor. Provide your goals and objectives to this faculty member for approval.
4. Student must enroll in NUTR 380/480 for a letter grade; students are not eligible for the Pass/Fail option in this course.

5. All written assignments are due on the last day of classes.

The general objective of the fieldwork placement is to enable the student to gain an understanding of an agency as it relates to the nutrition component. Therefore, the student will:

- a. Explore the nutrition component of an agency.
- b. Gain experience working with a variety of professionals.
- c. Be provided with opportunities to develop, plan and execute learning activities with and for professional and non-professional groups and individuals.

The responsibilities of the fieldwork supervisor will include:

- a. Aiding the student in the development and refinement of their personal objectives.
- b. Introducing the student to the setting and individuals within that setting.  
Being available for guidance and evaluation of the student's work and experience, preferably a fixed time each week.
- c. Alerting Simmons University faculty to any problems regarding the student's performance.
- d. Providing formal evaluation of a student's performance to be given to the student on their last day of fieldwork and forwarded to Simmons University faculty.

The responsibilities of the faculty member include:

- a. Being available to the student for appointments and to the fieldwork supervisor for conferences and evaluation.
- b. Working with the student to rectify any problems with performance while at the agency.
- c. Evaluating the student's progress and work.

The responsibilities of the student include:

- a. Accepting guidance on performance from fieldwork supervisor and faculty.
- b. Discussing any problems related to fieldwork participation with the fieldwork supervisor and faculty.
- c. Planning for scheduled meetings with fieldwork supervisor and faculty member on a regular basis.
- d. Discussing with fieldwork supervisor accuracy of observation for term paper.
- e. Planning project and learning activities approved by fieldwork supervisor.
- f. Preparing a self-evaluation to be given to fieldwork supervisor on last day of fieldwork (forwarded by Simmons University).
- g. Completing all assignments in a thorough manner and on time.
- h. Professional conduct.

*\*This section adapted from Guidelines of Field Courses in Public Health Nutrition, compiled by the joint Field Education Committee of the Association of State and Territorial Public Health Nutrition Directors and the Course Directors of Graduate Programs in Public Health.*

## **Suggestions and Guidelines for Fieldwork Write-Up**

1. It may be helpful to keep a diary of activities and information learned to draw upon later in the semester when preparing for the final paper.
2. Agency goals, objectives, services rendered and population served should be defined. Also demographic data (age, sex, income, etc.) should be included. Define nutritionist's (if there is one) role in the agency. If there is not a nutritionist, how do you see their role if there were one?
3. The student should analyze their observations and activities. One activity in particular should be selected for an in-depth analysis.
4. The student should submit class outlines, educational booklets, etc. to the faculty.
5. Conclusions and discussions of fieldwork and suggestions for improvement should be submitted to faculty.

**Note: Make sure all information cited is referenced.** Style should follow that used by *The Journal of the Academy of Nutrition and Dietetics*.

## **Term Paper**

1. A topic should be selected and researched that will be useful in your fieldwork. For example:
  - "Behavior modification in weight control program if you are working with a group of individuals with excess weight."
  - "Adolescent nutrition and pregnancy if you are involved with a WIC program."
2. The paper should have an approximate length of 10 double-spaced typed pages on a computer.
3. References – see above; use only research from the previous ten years.

## **Courses with a fieldwork component Include**

NUTR 331

NUTR 237

NUTR 381

NUTR 350 (dependent upon placement)

NUTR 380 (dependent upon placement)

## **Requirements for Clinical Courses**

Students will be given instructions for their specific class midway through the previous semester. Clearance procedures can take a significant amount of time. This should be planned for when registering for any clinical course.

Several clinical courses require a CORI background check, for which the specific procedures will be outlined midway through the previous semester, as they vary by course. Details of the CORI check and related policies can be found on page 58.



A recent physical (within the past year) will be required of students before they are allowed in the clinical areas. Students with known health problems may be admitted to courses with prior approval of the faculty and health officials of the University. For the fieldwork component of certain courses, (e.g. Community Nutrition), students must have written proof of a negative TB test taken within the past 6 months of the class start date and proof of vaccination for measles, mumps, rubella (MMR) or a safe titer level and a physical exam. The chart in Appendix 4 can assist students in providing appropriate documentation of immunizations required for certain courses (e.g. Introduction to Clinical Dietetics) prior to hospital lab rotation (**these are subject to change**).

Students accepted into the course with known health problems, or students who develop health problems during the semester, will be advised that they may be requested to withdraw from the course when, in the opinion of the faculty:

1. The student has difficulty coping with the demands of the course.
2. The student's health problem has a detrimental effect on his or her peers and/or clients.

### **Dress Code**

In some clinical placements students are required to wear laboratory coats and name pins. Students are expected to purchase their own laboratory coats (\$25-30). Preceptors will define and supervise adherence to appropriate dress policies for that institution.

## **CORI (Criminal Offender Record Information) / DSS Check (Dept of Social Services)**

Students in courses with a clinical fieldwork component are required to undergo a CORI or a DSS/CORI check (NUTR 237 and others).

### **Criminal Offender Record Inquiry (CORI) Policy**

Where Criminal Offender Record Information (CORI) checks are part of a general background check for placement in clinical rotations and for independent preceptorships by the Nutrition Programs of Simmons University the following practices and procedures will generally be followed.

I. CORI checks will only be conducted as authorized by as part of the Massachusetts Criminal History Systems Board (CHSB). All students will be notified that a CORI check will be conducted. All students will be provided with a copy of the Simmons University Nutrition Programs CORI Policy.

II. An informed review of a criminal record requires adequate training. Accordingly, all Simmons University Nutrition Programs faculty and staff authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.

III. Prior to the beginning of clinical Nutrition coursework, each student will be required to request a CORI check by the CHSB. For undergraduate students, the CORI is run prior to the beginning of the sophomore year and again before senior independent preceptorships. For graduate students CORI is run when needed.

IV. If a criminal record is received from CHSB, the authorized Nutrition Programs faculty or staff will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

V. Unless otherwise provided by law, a criminal record will not automatically disqualify a Nutrition student. Rather, determinations of suitability based on CORI checks will be made by the Chair of Nutrition. A student with any criminal convictions, or past court appearances for any reason, or pending criminal cases (including misdemeanors) or past or pending disciplinary action is advised that the Simmons University Nutrition Program may not be able to secure a placement. Students have an obligation to notify the Chair of Nutrition if any new complaints occur after the initial CORI is obtained or if there is an incident which changes CORI status while the student is in the program.

a) Some clinical agencies will require the actual data obtained from a CORI. In this case, the agency will require a CORI performed by the CHSB of students placed in their agency. Students will be informed before the CORI is done and will be asked to sign a CORI release form. All student placements are at the discretion of the agency; therefore, agencies do not have to accept students with CORI issues. The Nutrition Department at

Simmons cannot be responsible for alternate placements for students who are withdrawn from a placement or who cannot be placed in an agency because of background checks.

VI. From: Criminal History Systems Board Policy for Administrator's conducting CORI checks of Agency Submitters:

*Student Appeals Process*

Before making a finding of unsuitability to review CORI based on a student's criminal history, the Administrator shall provide the individual with the opportunity to dispute the accuracy and relevance of the CORI. The Administrator will notify said student of the potential adverse decision and provide the individual with the following:

- (a) A copy of the CORI;
- (b) A copy of this policy;
- (c) The CHSB's Information Concerning the Process for Correcting a Criminal Record and the CHSB's Information Concerning the Process on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes;
- (d) The Administrator will identify the parts of the criminal record that appear to make him/her ineligible; and
- (e) An opportunity to dispute the accuracy and relevance of the CORI.

A student seeking to exercise the opportunity to dispute the accuracy of the CORI may submit a statement to the Administrator specifying the information they believe is inaccurate. The statement must include any documentation the individual has to support the claim. The administrator may contact the CHSB for assistance with disputes as to accuracy.

A student seeking to exercise the opportunity to dispute the relevance of the CORI must submit a statement to the Administrator describing why they believe the CORI does not affect their ability to effectively administer the CORI process in compliance with all applicable laws and regulations.

The administrator may request additional information from the individual and/or assistance from the CHSB in this process. Upon receipt of all information, the administrator will review the request and inform the individual of the final decision in writing. The administrator shall document all steps taken to comply with this process and must be able to provide this information to the CHSB upon request. Documentation must be maintained for a period of two years.

VII. If Simmons University Nutrition Programs is inclined to make an adverse decision based on the results of the CORI check; the student will be notified immediately. The student shall be provided with a copy of the criminal record, a copy of the Simmons Nutrition Program's CORI policy, advised of the part(s) of the record that make the student unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record.

VIII. If Simmons University Nutrition Programs reasonably believes the record belongs to the student and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made.

Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the proposed clinical practicum;
- (b) Nature of the proposed clinical practicum;
- (c) Time since the conviction;
- (d) Age of the student at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the student has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the student or requested by Simmons University Nutrition Programs.

IX. Simmons University Nutrition Programs will notify the student of the decision and the basis of the decision in a timely manner.

Students are also expected to arrive on time at clinical placements and fieldwork sites. If a student is not behaving in what the faculty considers to be a professional manner, they may be asked to withdraw from the course and/or be referred to the Counseling Center.

**Other Fieldwork Requirements:**

- Some fieldwork placements may require a Credit check

## **UNIVERSITY LABORATORY SAFETY PROCEDURES**

Due to the storage of chemicals used for laboratory procedures, the nutrition lab, S339 will not be able to host non-academic functions. Young children and pets will not be allowed in the lab area. By receiving this Student Guide, you signed a form agreeing to abide by the following safety policies while in the laboratory at Simmons University as outlined below.

### **Personal Safety**

*Eye Protection* - When chemicals are to be handled, chemical splash goggles meeting the OSHA approved, ANSI Z87.1 standard (imprinted on the goggle) for impact and splash protection must be worn over the eyes at all times. Contact lenses should not be worn in laboratories. When food is being cooked over the stove, goggles or eyeglasses may be worn to prevent liquid splashes to the eye area.

*Clothing* - Clothing must be worn which completely covers the entire leg from the waist to the ankle. Clothing must be worn which completely covers the torso from the waist to the neck. Shoulders must be completely covered and sleeves must be worn which cover the arm from the shoulder to at least halfway to the elbow. The wearing of lab coats and aprons is mandatory; however, the wearing of a lab coat or apron cannot be substituted

for the wearing of proper clothing. Loose clothing that might come into contact with hot liquids or chemicals or get caught in apparatus or machinery must be avoided.

*Footwear* - Shoes must be worn at all times in the laboratory. The foot must be completely covered making open-toed or backless shoes and sandals unacceptable. Uppers made of woven material should not be worn.

*Approved hair coverings* - Hair coverings must be worn at all times.

*Gloves* - Gloves should be worn for all food and chemical handling and discarded after use.

*Fume Hoods* - Whenever an experiment is likely to produce vapors that might exceed the permissible exposure limit for any chemical involved; the experiment must be confined to an operating fume hood.

*Material Safety Data Sheets (MSDS)* - Laboratories must have MSDS for all chemicals used in that laboratory available at all times. Laboratory personnel should read and understand the MSDS for any chemical before using it for the first time.

*Training* - All personnel working in laboratories are required to know laboratory safety principles. Students will be trained in class by the Instructor prior to entering the lab.

*Accidents* - All accidents, injuries and hazardous situations occurring in the laboratory must be reported to the Nutrition Department.

### **Chemical Safety: Transfer & Transportation**

All pipetting must be done with a bulb or pump, never by mouth.

### **Chemical Safety: Disposal**

Chemical wastes must be stored in the immediate vicinity of the related work process. Chemical wastes may not be moved to a different room or work area for storage. Chemicals that are incompatible must be segregated. For more information, see <http://usfweb2.usf.edu/proced/EH&S/HWM.htm>.

### **Safety Equipment**

*Emergency Equipment* - Know the location and use of all safety equipment (fire extinguisher and first aid kit) and the exits from the laboratory.

*Spill Kit* - Every laboratory must have a spill kit available. Its location must be clearly marked and available to all personnel. The kit must contain sufficient types and amounts of materials to enable personnel to clean up a spill of the largest size container of any chemical in the lab.

*First Aid Kit* - Every laboratory must have a first aid kit available. Its location must be clearly marked and available to all workers. The kit must be inspected periodically and its contents replenished as needed.

*Refrigerators* - Any refrigerator used to store flammable chemicals must be rated as suitable for storage of such materials.

*Electrical Equipment* - Any motor-driven electrical equipment cannot be used where flammables are present unless equipped with non-sparking induction motor. Hot plates, unless designed as explosion-proof, cannot be used in conjunction with flammables. Equipment with frayed cords or other damage must be taken out of service until repaired.

## **APPENDICES**

## Appendix 1: Nutrition Department: Application to Nutrition and Dietetic Major form

Name of the student: \_\_\_\_\_

Name of the advisor: \_\_\_\_\_

To be completed by April 1st of sophomore year (or junior year for transferred student)  
**by the student: before declaration of major.**

Please meet with your Nutrition faculty advisor to submit this form along with official transcripts and the declaration of major form. Once the adviser has determined that the GPA requirements have been met, they will sign the declaration of major form and submit it to the chair of the Nutrition Department for signature.

Did you transfer to Simmons as a Junior? Yes       /       No

### **Overall GPA:**

Current overall Cumulative GPA: \_\_\_\_\_ (no lower than a 3.0 for the Nutrition and Dietetics major)

**Grades for courses required for the Nutrition and Dietetics major:** Please check off which of the following courses were taken and your grades (please provide an official transcript with this form). Please note that we do NOT expect you to have taken all the listed courses.

*Science courses*-no lower than a C in any of the Science/Stats courses

	<b>Course taken? (Y/N)</b>	<b>If taken: note grade</b>
BIOL 113 General Biology (with lab)		
BIOL 221 Microbiology (with lab)		
CHEM 111 or 113 Introductory Chemistry: Inorganic* or Principles of Chemistry (with lab)		
CHEM 112 Introductory Chemistry: Organic*		
MATH 118 Introductory Statistics		
Bio 231: Anatomy and Physiology 1 (with lab)		
Bio 232: Anatomy and Physiology II (with lab)		



**Nutrition courses-** no lower than a B- in any Nutrition course

	<b>Course taken? (Y/N)</b>	<b>If taken: note grade</b>
NUTR 112 Introduction to Nutrition Science OR NUTR 111 Fundamentals of Nutrition Science		
NUTR 237 The Practice of Community Nutrition		
NUTR 201 Advanced Food Science		
NUTR 248 Food Production and Service Systems		
NUTR 249 Leadership in Nutrition Management		

**Official transcripts accompanying this form?** (advisor please confirm)

\_\_\_\_\_ advisor's initials confirm that the official transcripts have been attached.

**Applying for Internship Programs:**

Consulted your faculty advisor about preparing to apply for internships: \_\_\_\_\_

Volunteer Work:

Paid work in dietetics:

*I have reviewed this information with my advisor:*

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

GPA Legend: Chance of  
DIP Match Based on Prior  
Experience of Simmons  
Students\*

3.5-4.0-Strong chance of  
internship placement

3.0-3.4-fair/good chance  
of internship placement

2.5-2.9-minimal chance of  
internship placement

\*based on GPA-does not  
take into account other  
factors which also play a  
role

## APPENDIX 2: DPD AUDIT FORM

### Nutrition Department DPD Certificate Audit

To be completed in the second DPD semester at the meeting with advisor for course selection.

**Name:** \_\_\_\_\_

#### **General Requirements:**

Current GPA: \_\_\_\_\_

#### **Grades:**

Did you receive any grade lower than C in a prerequisite science class?

\_\_\_\_ No \_\_\_\_ Yes, in \_\_\_\_\_

Did you receive any grade lower than a B- in a nutrition class?

\_\_\_\_ No \_\_\_\_ Yes, in \_\_\_\_\_

#### **Applying for Internship Programs:**

Consulted with your faculty adviser about preparing to apply for internships: \_\_\_\_\_

Volunteer Work:

Paid work in dietetics:

Paid work in field related to dietetics:

*I have reviewed this information with my adviser:*

\_\_\_\_\_  
Adviser's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

GPA Legend: Chance of  
DIP Match Based on Prior  
Experience of Simmons  
Students

3.5-4.0-Strong chance of  
internship placement

3.0-3.4-fair/good chance  
of internship placement

2.5-2.9-minimal chance of  
internship placement

\*based on GPA-does not  
take into account other  
factors which also play a  
role

### **APPENDIX 3: CODE OF ETHICS**

The Academy of Nutrition and Dietetics Commission on Dietetic Registration issues a Code of Ethics for all members and credentialed professionals. Students in the DPD program, including BS students are required to adhere to this set of professional codes.

The 2018 Code of Ethics can be found here:

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

## APPENDIX 4: CLINICAL CLEARANCE

The following is currently required for the required placement for NUTR 331. This is subject to change as hospital requirements change.

### TB Screening

TB Screening	IGRA Blood Test (Q-Gold, T-Spot)	History of Positive TB Screening
One TB skin test done within past year of hire date; a second TB test within three months of hire date.	One test done within 3 months of hire	Report of Chest X-Ray, within 10 years of hire date, done specifically for TB evaluation; documentation of treatment; symptom review within three months of hire date

### Immunizations

**Measles (Rubeola)** Two (2) vaccines **or** a positive blood test result

**Mumps** Two (2) vaccines **or** a positive blood test result

**Rubella (German Measles)** One (1) vaccination **or** a positive blood test result

**Varicella (Chickenpox)** Official documentation of two (2) vaccines **or** a positive blood test result

**Tetanus-Diphtheria- Pertussis\***

Official documentation of one (1) vaccine within 10 years *\*(highly recommended)*

**Hepatitis B** Official documentation of three vaccines and Hepatitis B surface antibody (if patient contact) **Influenza** Official documentation of vaccination from most recent flu season



I have received the Simmons University Nutrition Handbook. I agree to abide by the policies set forth in this handbook throughout the remainder of my studies in Nutrition and Dietetics.

---

Signed

---

Print name

Please hand in to your nutrition professor or adviser.

Date\_\_\_\_\_